6:00-6:45 pm Board of Trustees Work Session:
Downtown Main Street Project

TOWN BOARD REGULAR MEETING AGENDA
Thursday, April 18, 2024, at 7:00 P.M.
Held at the Carsten Board Room at 224 First Street

Existing Board

CALL TO ORDER
Pledge of Allegiance

ROLL CALL

AGENDA APPROVAL / AMENDMENT(S)
Motion to approve agenda as is or approve agenda with amendment(s).

PROCLAMATIONS
1. 2024 Holocaust Days of Remembrance Proclamation – Naomi Johnson and Laura Manuel
2. National Crime Victims' Rights Week – Greeley PD VRA

SPECIAL PRESENTATION I
3. Eaton Area Park & Recreation District Update – Dean Campos, Executive District Director

PUBLIC COMMENT*
Members of the audience are invited to speak at the Board of Trustees' meeting. Public Comment is reserved for citizen comments on items not contained on the printed agenda. Citizen comments are limited to two (2) minutes per speaker. When several people wish to speak about the same position on a given item, they are requested to select a spokesperson to state that position.

CONSENT AGENDA
The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. Council or staff may request an item(s) to be removed from the Consent Agenda and placed under New Business for discussion.
4. Minutes – March 21, 2024 Board of Trustees Regular Meeting
5. Minutes – March 21, 2024 Eaton Housing Authority Meeting
6. Accounts Payable Invoice History Report – March 2024
7. Financial Statements – February 2024
8. Easement to ALLO HUB – Brad Curtis, EPS/Northern Engineering

COUNCIL REPORT
9. Planning Commission Meeting – Chairperson Winter

SPECIAL PRESENTATION II
10. Proclamation Recognizing and Honoring Karla Winter – Mayor Scott Moser

ADJOURN EXISTING BOARD

New Board

SWEARING IN OF NEW BOARD

11. Swearing in of newly elected board members – Jane Winter, Town Clerk
    - Scott E. Moser, Mayor (Incumbent)
    - Elizabeth Heid, Trustee (Incumbent)
    - Nina Lewis, Trustee (Incumbent)
    - Laura Bulzomi, Trustee

ROLL CALL

APPOINTMENT OF OFFICERS

12. Appointment of Officers – Mayor Moser
    - Town Administrator – Wesley LaVanchy
    - Treasurer/Finance Director – Faith Smith
    - Town Clerk – Margaret Jane Winter
    - Town Attorney – Avi Rocklin
    - Municipal Judge – Ms. Teresa Ablao
    - Mayor Pro Tem – nominate
    - Board Member to North Front Range MPO – nominate
    - Great Western Trail – nominate

PUBLIC HEARING

13. Can't Dance Bar, LLC Liquor License – Jane Winter, Town Clerk
    - Liquor License Hearting/Can't Dance Bar, LLC Memo
    - Can't Dance Bar, LLC Application, Petitions and Maps

NEW BUSINESS

14. Ordinance No. 642, Convey Property to Fire District – Wesley LaVanchy, Town Administrator
    - IGA Amendment Memo
    - Eaton Fire Protection District IGA
15. Ordinance No. 643, Damage to Waterworks – Greg Brinck, Assistant Town Administrator
    - Waterworks/Infrastructure Memo
16. Resolution No. 2024-09, Emergency Operations Plan – Kevin Sturch, Chief of Eaton Police
    - Updated EOP Memo
17. Resolution No. 2024-10, Purchase & Sale Agreement – Amber Greene, Library Director
    - Library Memo & Property Appraisal
    - Purchase and Sale Agreement
18. Resolution No. 2024-11, Parking Restrictions – Greg Brinck, ATA - Juan Romero, PW Director
    - Parking Restrictions Memo
19. Contract Award – WCR 39 Reconstruction – Brad Curtis, EPS/Northern Engineering
    - Christensen Avenue (WCR 39) Memo & Contract Bids

STAFF REPORTS

20. April 2024 Staff Report

STAFF REPORTS CONTINUED

21. Facilitator for the Board Retreat – Wesley LaVanchy
    - Project Plan for Eaton
    - Chris Hutchinson Bio-2024
    - Tri-County Leadership Strategic Planning Retreat Report 2019

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEM(S)

22. Hometown Revitalization Committee
23. Great Western Trail Authority
24. Northern Front Range/MPO
25. 233 Space Group Community Open House at Greeley National Guard Station – Liz Heid, Trustee

MAYOR COMMENT(S)

EXECUTIVE SESSION

26. An executive session to obtain legal advice regarding potential sales tax rebates pursuant to C.R.S. § 24-6-402(4)(b).

AJOURN

** If you have public comment but are not comfortable attending in person, please send the comments to wesley@eatonco.org by noon on the day of the meeting, and the comment will be read into the record or otherwise shared with the Board during the meeting.*

AMERICANS WITH DISABILITIES ACT NOTICE

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact Town Hall at (970) 454-3338 within 48 hours prior to the meeting to request such assistance.

EXHIBIT A

RULES FOR THE HEARING

A. All questions and comments by applicant(s), staff, or the public are to be directed to the governing body.

B. The Mayor will ask each member of the governing body to disclose any conflicts requiring recusal, or the specific substance of any ex-parte communications made by them.

C. No applicant(s), staff member, or the public will be subject to cross examination except by the governing body.

D. Public comments shall be taken at the hearing and are limited to two (2) minutes per individual. Any unused time may not be given to another.

E. Disruptive behavior will not be tolerated.

PUBLIC HEARING PROCEDURE

1. Open public hearing.
2. Receive information from staff.
3. Receive information from applicant.
4. Receive information from the public.
   a. Ask to hear from anyone who supports the matter.
   b. Ask to hear from anyone who opposes the matter.
5. Receive rebuttal from applicant. (*If any*.)
6. Additional questions from the Board, if any. (*Board may ask questions at any time until the hearing is closed*.)
7. Close the public hearing.
8. Discussion and deliberation among Board.
9. The Board will decide and make a motion.

Proposed Motions:

For Approval:
I move to approve _____.

For Approval with Conditions:
I move to approve _____ with the following conditions: _____.

For Denial:
I move to deny approval of _____.

2024 Holocaust Days of Remembrance Proclamation

WHEREAS, the Holocaust was the state-sponsored, systematic persecution and annihilation of European Jewry by Nazi Germany and its collaborators, 1933 - 1945. Jews were the primary victims, with 6 million Jews murdered. In addition, Roma, disabled people, Poles, gay men, Jehovah's Witnesses, Catholics and Protestants, Soviet POWs, and political dissidents also suffered terrible oppression and death under Nazi tyranny; and

WHEREAS, a well-educated community is necessary to promote the ability to respond effectively to hateful speech and to prevent actions based upon hate; and

WHEREAS, hate crimes more than doubled between 2014 and 2022, with additional sharp increases in anti-Jewish and anti-Muslim incidents following 2022 up to the present time; and

WHEREAS, in recognition that hatred, racism, bigotry, and intolerance challenge our society today, the State of Colorado requires that each school district Board of Education and charter school include a course in Holocaust and Genocide studies as a requirement for high school graduation; and

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies, organizations, and governments; and

WHEREAS, we the people of Eaton, Colorado, should always remember the terrible events of the Holocaust and remain vigilant against hatred, persecution, and tyranny; and

WHEREAS, we the people of Eaton, Colorado should actively rededicate ourselves to the principles of democracy in a just society; and

WHEREAS, the Days of Remembrance have been set aside for the people of Eaton, Colorado, to remember victims of the Holocaust and to reflect on the importance of respect regarding other people;

NOW, THEREFORE, I, Scott E. Moser, Mayor of Eaton, Colorado do hereby proclaim the week of Sunday, April 14, 2024 through Sunday, April 21, 2024, as Days of Remembrance in memory of the victims of the Holocaust and in honor of the survivors, as well as the rescuers and liberators, and further proclaim that we, as citizens of the Town of Eaton, should work to promote human dignity and confront hate whenever and whenever it occurs.

IN WITNESS THEREOF, I have hereunto set my hand and caused to be affixed the official seal of the Town of Eaton, Colorado, on this 18th day of April, 2024.

_____
Mayor Scott E. Moser

ATTEST:

_____
Margaret Jane Winter, Town Clerk

TOWN OF EATON PROCLAMATION

National Crime Victims' Rights Week

WHEREAS, Crime often leaves a lasting physical, emotional, and financial impact on people of all ages and abilities; and

WHEREAS, In 1984, the Crime Victims Fund was established by the Victims of Crime Act (VOCA) to provide a permanent source of support for crime victim services and compensation through fines and penalties paid by convicted offenders; and

WHEREAS, National Crime Victims' Rights Week, April 21-27, 2024, provides an opportunity to celebrate the commitment that launched the victims' movement, inspired its progress, and continues to advance the cause of justice from crime victims; and

WHEREAS, The Board of Trustees of the Town of Eaton wishes to recognize April 21-27, 2024, as National Crime Victims' Rights Week.

NOW, THEREFORE, BE IT PROCLAIMED THAT: I, Scott E. Moser, Mayor, on behalf of the Board of Trustees of the Town of Eaton, do hereby recognize the week of April 21-27, 2024, as NATIONAL CRIME VICTIMS' RIGHTS WEEK and reaffirm the Town of Eaton's commitment to respect and enforce victims' right and address victims' needs during the week and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the Town of Eaton, this 18th day of April, 2024.

ATTEST:

Scott E. Moser, Mayor

Margaret Jane Winter, Town Clerk

TOWN BOARD REGULAR MEETING

224 First Street, Eaton, CO

Thursday, March 21, 2024, 7:00 P.M.

MINUTES

CALL TO ORDER

Mayor Moser called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

ROLL CALL

BOARD PRESENT	Mayor Scott Moser	Trustee Coby Gentry	Trustee Nina Lewis
	Mayor Pro Tem Liz Heid	Trustee Karla Winter	Trustee Glenn Ledall
BOARD ABSENT	Trustee Lee Griffith		

STAFF PRESENT: Town Administrator - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator - Greg Brinck, Finance Director - Faith Smith, Police Chief – Kevin Sturch, Baseline – Vince Harris, and Northern Engineering – Brad Curtis

AGENDA APPROVAL / AMENDMENT(S)

Mayor Pro Tem Heid moved to amend the agenda with the removal of number 18. An executive session to develop a strategy and direct negotiators with respect to a potential agreement with the Fort Collins-Loveland Water District pursuant to C.R.S. § 24-6-402(4)(e) and approve the amended agenda.

Trustee Lewis seconded, and the motion passed, unanimously 5-0.

SPECIAL PRESENTATION

1. Eaton Public Library Presentation

Amber Greene, Library Director presented the Library Performance Measures for the 2023 Year-End Totals and Trends collected by the Colorado State Library. Highlights for the library is a Storytime Mural, a $10,000 Grant for Disability Services, Community Outreach, 2024 Summer Reading Program, New Photo Center, and became an American Red Cross Shelter. Future projects consist of Community Needs Assessment, Library Property, Capital Projects, and Galeton Kiosk. Amber also presented a 2023 Annual Report with a letter from the Director, Annual Library Impact, Fiscal Year 2023 Revenue and Expenditure Totals and comments from the community.

STAFF RECOGNITION

2. Corporal Dwain Allen, Jr. - Eaton Police Department

Chief Sturch stated that he is here again to present an award to Corporal Dwain Allen, Jr. Back in February of 2020, Dwain saved the life of Coach Jim Danley from a widow maker heart attack. The Coach's son read a nomination letter for the Life Saving Award. The letter went into details about the fast 911 response, taking over CPR and Defibrillator responsibilities and with Dwain's expertise and valent effort brought Jim back from death. The great memories and travel experience in the last four years with family, and looking into the future, is because of Corporal Allen. Coach Danley approached the board and stated that he is eternally grateful to Corporal Allen, for saving his life.

PUBLIC COMMENT

Mayor Moser opened the floor for public comment at 7:21 p.m.

Stephen Poortinga, 1782 Pioneer Place, approached the board to thank them for putting up a Speed Limit sign of 35 mph on Fall Line Road behind his house and has noticed more police presence as well. Then discussed the vehicles that park along Fall Line Road, with some of them being parked there for 3 months or more.

Jeff Higdon, 806 First Street, approached the board to discuss a black truck that had chased a young girl in Pierce and his concern since he is a parent of a 12-year-old. He then stated that he most likely should go to the police department to discuss with the officers.

Mayor Moser closed the floor for public comment at 7:25 p.m. as there were no other comments.

CONSENT AGENDA

3. Minutes – February 15, 2024, BOT Regular Board Meeting
4. A/P Invoice History Report – February 2024
5. Financial Statements – January 2024
6. Treasurer Report – January 2024
7. Resolution No. 2024-06, Back-up Judge
8. Resolution No. 2024-07, Opposition to HB 24-1152
9. Resolution No. 2024-08, TFS: Business and Dog License Late Fee & Waste Management Fee Reduction

Mayor Pro Tem Heid moved to approve the Consent Agenda as written.

Trustee Winter seconded, and the motion passed, unanimously 5-0.

PUBLIC HEARING

Mayor Moser opened the floor for the public hearing at 7:26 p.m.

10. Ordinance No. 641, Amending Chapter VII and Chapter X

Vince Harris, Baseline Planning Director presented the Eaton Zoning Code with eight topics to amend. The existing code was created 24 years ago, there have been simple amendments approved, as necessary. The amendments today are a vision of the first wave as the code should become more "State of the Times/Art," in today's world of land use, planning laws and typical processes. The following will be amended under Chapter VII: R-3 Zone District – Sec. 7-2-19, Addition of R-EH Zone District – Sec. 7-2-19.1, C-2 Zone District – Sec. 7-2-22, Rezoning Procedure – Sec. 7-2-45, Public Hearing Notice – Sec. 7-2-49, PUD Zone District – Sec. 7-3-1 thru 7-3-18, and Site Development Plan – Sec. 7-4-9. The following will be amended under Chapter X: Marijuana – Sec. 10-4-11 & 10-4-12. Staff and the Eaton Planning & Zoning Commission recommends that the Board of Trustees approve the attached Ordinance No. 641, Amending Chapter VII and Chapter X.

Mayor Moser opened the floor to public comments for Ordinance No. 641 at 7:32 p.m. and as there were no public comments the floor was closed at 7:33 p.m.

Board discussion commenced and ended.

Mayor Moser closed the Public Hearing at 7:35 p.m.

Trustee Ledall moved to approve Ordinance No. 641, An Ordinance Amending Chapter VII of the Eaton Municipal Code Concerning Planning and Zoning Regulations and Section IV of Chapter X Concerning Marijuana Regulations.

Trustee Lewis seconded, and the motion passed, unanimously 5-0.

NEW BUSINESS

11. Appointment of Three Planning Commissioners, Beginning May 2024

Wesley LaVanchy, Town Administrator stated that two of the Planning Commissioners will have reached the end of their three (3) year term in April of 2024 and have agreed to be re-appointed for an additional three (3) year term each; Bond Baiamonte and Jason Radke. The one member of the Town Board, Trustee Karla Winter, served as an ex officio member of the Planning Commission and will have met the end of her tenure in April of 2024. Trustee Lee Griffith has agreed to be appointed ex officio to the Planning Commission for his tenure. Staff recommends, along with Mayor Moser on the appointments of Bond Baiamonte, Jason Radke and Trustee Lee Griffith.

Mayor Pro Tem Heid moved to approve the appointment of Bond Baiamonte, Jason Radke and Trustee Lee Griffith.

Trustee Lewis seconded, and the motion passed, unanimously 5-0.

12. Snow Routes

Juan Romero, Public Works Director addressed the board to discuss certain roadways and parking lots to be signed as snow routes which will require cars not to be parked in designed areas during and following snowstorms. This will help public works provide safe, clear, and passable roads. The signs will be posted on First Street from Highway 85 to Maple Street, both East and West sides of Town Square Park, and the parking lot at 110 Oak Street. The approximate cost per sign is $250 for material and installation, which will come from the Streets Fund operation budget. Staff recommends designating snow routes to help Public Works crew provide improved service to the community. If the board agrees, staff will bring a resolution for consideration at the next Board meeting. The board did agree to designate Snow Route Signage.

STAFF REPORT

13. March 2024 Staff Report
Additional Comments:
Wesley LaVanchy, Town Administrator interviewed another firm for a board retreat and a proposal should be coming next week and will be shared at the April board meeting.
Greg Brinck, Assistant Town Administrator will have a space planning review ready in a month or two for the board. Early stages of conversations with Eaton Country Club about annexation into the Town of Eaton have begun and the conversation will be addressed at their next board meeting. The Finance Section in the Staff Report is a little different with General Sales Tax and Street Sales Tax being separated.
Jane Winter, Town Clerk renewed the Dragon Inn's liquor license application.

COUNCIL REPORTS AND REQUEST FOR FUTURE AGENDA ITEM(S)

14. **Planning Commission Meeting –** Trustee Winter **–** Discussed under item, 10.
15. **Hometown Revitalization Committee** – Mayor Pro Tem Heid – Met with DDA and worked on setting boundaries.
16. **Great Western Trail/Park –** No Comment
17. Northern Front Range/MPO – Mayor Pro Tem Heid reported that MPO was a repeat of the legislative meeting.

MAYOR COMMENTS – No Comments

EXECUTIVE SESSION – See executive session motion under Agenda Amendment, above.

~~**18. An executive session to develop a strategy and direct negotiators with respect to a potential agreement with the Fort Collins-Loveland Water District pursuant to C.R.S. § 24-6-402(4)(e).**~~

ADJOURN

Mayor Moser adjourned the March 21, 2024, Board of Trustees Regular Meeting at 7:47 p.m.

Mayor Moser stated that the board will now move forward to the Eaton Housing Authority Meeting.

Margaret Jane Winter, Town Clerk

EATON HOUSING AUTHORITY MEETING
FOLLOWING REGULAR BOARD MEETING
224 First Street, Eaton, CO
Thursday, March 21, 2024, 7:50 P.M.

MINUTES

CALL TO ORDER

Mayor Moser called the meeting to order at 7:50 p.m.

ROLL CALL

BOARD PRESENT	Mayor Scott E. Moser	Mayor Pro Tem Liz Heid	Trustee Nina Lewis
	Trustee Coby Gentry	Trustee Glenn Ledall	Trustee Karla Winter
BOARD ABSENT	Trustee Lee Griffith		

STAFF PRESENT: Town Administrator/Executive Director - Wesley LaVanchy, Town Attorney - Avi Rocklin, Assistant Town Administrator - Greg Brinck, and Finance Director - Faith Smith

AGENDA APPROVAL / AMENDMENT(S)

Mayor Pro Tem Heid moved to approve the agenda as it is written.

Trustee Winter seconded, and the motion passed unanimously, 5-0.

PUBLIC COMMENT

Mayor Moser opened and closed the floor for public comment at 7:51 p.m., there was no public comment.

CONSENT AGENDA

1. Minutes – February 15, 2024 Eaton Housing Authority Meeting

Mayor Pro Tem Heid moved to approve the Consent Agenda as written.
Trustee Lewis seconded, and the motion passed unanimously, 5-0.

NEW BUSINESS

2. EHA Resolution No. 2024-02, Housing Authority Audit Exemption

Alan Holberg of Anderson & Whitney, PC, gave a summary that stated that EHA is a separate entity from the Town and two years ago, Senior Housing Options (SHO) organization was hired to manage the HUD housing project with the duties of the majority of payroll, accounts payable collecting rent and overseeing the HUD forms. Since SHO is a nonprofit organization, their auditing procedures differ from the Town's and local municipalities. EHA brings in less than $750,000 in rent and HUD subsidiaries and does not spend over $750,000 in expenses, the recommendation is to file an audit exemption for the fiscal year of 2023 with the State of CO.

Trustee Winter moved to approve the Housing Authority of the Town of Eaton Resolution No. 2024-02, a Resolution Approving an Exemption From Audit for the Fiscal Year 2023 for the Housing Authority of the Town of Eaton.

Trustee Ledall seconded, and the motion passed unanimously, 5-0.

Faith Smith, Finance Director added that last month a new CSafe account was added, and in this packet, there is an Income Statement Sheet for January 2024, there will be a budget variance to track the money in the CSafe account.

ADJOURN

Mayor Moser adjourned the March 21, 2024, Eaton Housing Authority Regular Meeting at 7:59 p.m.

Margaret Jane Winter, Town Clerk

Report Criteria:
Report type: GL detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63947										
03/24	03/15/2024	63947	120	A1 ORGANICS Vendor ID 120	0461481-IN	1	01-04-7530	.00	48.20	48.20
03/24	03/15/2024	63947	120	A1 ORGANICS Vendor ID 120	0461502-IN	1	01-04-7530	.00	59.20	59.20
Total 63947:								.00		107.40
63948										
03/24	03/15/2024	63948	128	ALL COPY PRODUCTS INC	AR4292967	1	01-02-5125	.00	97.13	97.13
03/24	03/15/2024	63948	128	ALL COPY PRODUCTS INC	AR4292967	2	01-02-7215	.00	226.56	226.56
03/24	03/15/2024	63948	128	ALL COPY PRODUCTS INC	AR4292967	3	01-01-7230	.00	426.40	426.40
Total 63948:								.00		750.09
63949										
03/24	03/15/2024	63949	128	ALL COPY PRODUCTS INC	36117043	1	01-02-5125	.00	170.83	170.83
03/24	03/15/2024	63949	128	ALL COPY PRODUCTS INC	36117043	2	01-02-7215	.00	170.82	170.82
03/24	03/15/2024	63949	128	ALL COPY PRODUCTS INC	36117043	3	01-01-7230	.00	341.65	341.65
Total 63949:								.00		683.30
63950										
03/24	03/15/2024	63950	168	ALSCO - LARAMIE	LLAR167136	1	02-00-7315	.00	98.04	98.04
03/24	03/15/2024	63950	168	ALSCO - LARAMIE	LLAR167136	2	01-06-7215	.00	575.68	575.68
03/24	03/15/2024	63950	168	ALSCO - LARAMIE	LLAR167379	1	01-06-7215	.00	575.68	575.68
03/24	03/15/2024	63950	168	ALSCO - LARAMIE	LLAR167379	2	02-00-7315	.00	98.04	98.04
Total 63950:								.00		1,347.44
63951										
03/24	03/15/2024	63951	399	AMERICAN FIDELITY Flex	2381476B V	1	01-00-2250	.00	190.37	190.37
03/24	03/15/2024	63951	399	AMERICAN FIDELITY Flex	2381476B V	2	04-00-2250	.00	30.77	30.77
Total 63951:								.00		221.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63952										
03/24	03/15/2024	63952	29	AQUA BEN CORPORATION	47257	1	05-00-7215	.00	1,130.00	1,130.00
Total 63952:								.00		1,130.00
63953										
03/24	03/15/2024	63953	615	ARROWHEAD SCIENTIFIC INC	167788	1	01-02-7215	.00	101.17	101.17
Total 63953:								.00		101.17
63954										
03/24	03/15/2024	63954	435	AUTOZONE	4388562765	1	01-02-7225	.00	47.58	47.58
03/24	03/15/2024	63954	435	AUTOZONE	4388566585	1	01-02-7225	.00	152.94	152.94
Total 63954:								.00		200.52
63955										
03/24	03/15/2024	63955	809	AYRES ASSOCIATES INC	213618	1	01-07-8910	.00	4,357.31	4,357.31
Total 63955:								.00		4,357.31
63956										
03/24	03/15/2024	63956	213	BATESVILLE CASKET CO INC	458984439	1	01-03-7215	.00	291.75	291.75
Total 63956:								.00		291.75
63957										
03/24	03/15/2024	63957	404	BEARCOM	5695843	1	01-02-9120	.00	302.00	302.00
Total 63957:								.00		302.00
63958										
03/24	03/15/2024	63958	831	BELL, GOULD, LINDER & SCOT	37281	1	01-02-5130	.00	629.47	629.47
Total 63958:								.00		629.47
63959										
03/24	03/15/2024	63959	430	BUCKLEN EQUIPMENT COMPA	10711	1	01-03-7215	.00	612.00	612.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63959:								.00		612.00
63960										
03/24	03/15/2024	63960	64	CARROLL EXCAVATION & REPA	5303	1	04-00-7310	.00	816.36	816.36
Total 63960:								.00		816.36
63961										
03/24	03/15/2024	63961	390	CASELLE INC	131625	1	01-01-7280	.00	2,305.00	2,305.00
Total 63961:								.00		2,305.00
63962										
03/24	03/15/2024	63962	634	CDW GOVERNMENT	GX54487	1	02-00-5640	.00	168.13	168.13
Total 63962:								.00		168.13
63963										
03/24	03/15/2024	63963	69	CENTURY LINK	642B MAR24	1	05-00-7510	.00	264.79	264.79
Total 63963:								.00		264.79
63964										
03/24	03/15/2024	63964	192	CLEAR WATER SOLUTIONS INC	7122	1	07-00-7310	.00	9,808.86	9,808.86
03/24	03/15/2024	63964	192	CLEAR WATER SOLUTIONS INC	7122	2	04-00-7310	.00	531.37	531.37
Total 63964:								.00		10,340.23
63965										
03/24	03/15/2024	63965	660	CLEARGOV	23022023-14	1	01-01-7280	.00	17,400.00	17,400.00
Total 63965:								.00		17,400.00
63966										
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4667	1	01-03-7215	.00	122.00	122.00
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4668	1	01-04-7215	.00	122.00	122.00
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4669	1	01-04-7215	.00	220.00	220.00
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4670	1	01-04-7215	.00	220.00	220.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4671	1	01-04-7215	.00	220.00	220.00
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4672	1	01-04-7215	.00	122.00	122.00
03/24	03/15/2024	63966	342	COUNTRY JOHNS	24-4673	1	04-00-7215	.00	122.00	122.00
Total 63966:								.00		1,148.00
63967										
03/24	03/15/2024	63967	802	DAN'S SMALL ENGINE - DSE IN	0117306	1	01-03-7525	.00	2,372.40	2,372.40
03/24	03/15/2024	63967	802	DAN'S SMALL ENGINE - DSE IN	0117306	2	01-04-7525	.00	2,372.40	2,372.40
03/24	03/15/2024	63967	802	DAN'S SMALL ENGINE - DSE IN	0117327	1	01-03-7525	.00	232.76	232.76
Total 63967:								.00		4,977.56
63968										
03/24	03/15/2024	63968	238	DEERE & COMPANY	117573400	1	01-03-9120	.00	1,169.32	1,169.32
Total 63968:								.00		1,169.32
63969										
03/24	03/15/2024	63969	28	DEMCO INC	7450459	1	02-00-7215	.00	339.26	339.26
Total 63969:								.00		339.26
63970										
03/24	03/15/2024	63970	753	DWAIN ALLEN	MAR24 TRAI	1	01-02-7240	.00	65.00	65.00
Total 63970:								.00		65.00
63971										
03/24	03/15/2024	63971	766	FRANSEN PITTMAN GENERAL	PAY APP 1	1	02-00-9150	.00	123,262.28	123,262.28
Total 63971:								.00		123,262.28
63972										
03/24	03/15/2024	63972	805	FREEDOM MAILING SERVICES,	47397	1	07-00-7310	.00	220.13	220.13
03/24	03/15/2024	63972	805	FREEDOM MAILING SERVICES,	47397	2	06-00-7310	.00	308.20	308.20
03/24	03/15/2024	63972	805	FREEDOM MAILING SERVICES,	47397	3	05-00-7310	.00	616.37	616.37
03/24	03/15/2024	63972	805	FREEDOM MAILING SERVICES,	47397	4	04-00-7310	.00	616.37	616.37

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63972:								.00		1,761.07
63973										
03/24	03/15/2024	63973	772	FUN EXPRESS, LLC	7300020540	1	02-00-8600	.00	848.71	848.71
Total 63973:								.00		848.71
63974										
03/24	03/15/2024	63974	65	GENERAL AIR	96053866-1	1	03-00-7215	.00	22.75	22.75
Total 63974:								.00		22.75
63975										
03/24	03/15/2024	63975	681	GRAINGER	9029140176	1	04-00-7520	.00	224.84	224.84
Total 63975:								.00		224.84
63976										
03/24	03/15/2024	63976	827	GRANT WRITING USA	FAMAW-022	1	01-02-7240	.00	495.00	495.00
Total 63976:								.00		495.00
63977										
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	1	01-01-7240	.00	36.06	36.06
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	2	02-00-8600	.00	119.55	119.55
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	3	02-00-7240	.00	55.58	55.58
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	4	01-02-7215	.00	160.33	160.33
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	5	01-01-7215	.00	61.91	61.91
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	6	01-06-7215	.00	16.36	16.36
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	7	01-01-7210	.00	6.45	6.45
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	8	03-00-7215	.00	83.29	83.29
03/24	03/15/2024	63977	31	HERITAGE MARKET	FEB24 STAT	9	04-00-7215	.00	25.76	25.76
Total 63977:								.00		565.29
63978										
03/24	03/15/2024	63978	779	JOHANNA EMERY	005	1	02-00-8600	.00	304.90	304.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 63978:								.00		304.90
63979										
03/24	03/15/2024	63979	830	JOHN SNEDDON	ACCT #1304	1	06-00-4006	.00	26.69	26.69
03/24	03/15/2024	63979	830	JOHN SNEDDON	ACCT #1304	2	05-00-4005	.00	143.77	143.77
03/24	03/15/2024	63979	830	JOHN SNEDDON	ACCT #1304	3	04-00-4000	.00	143.76	143.76
Total 63979:								.00		314.22
63980										
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	1	01-00-2230	.00	2,562.58	2,562.58
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	2	01-00-2230	.00	797.83	797.83
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	3	01-00-2230	.00	4,682.88	4,682.88
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	4	01-00-2230	.00	1,057.98	1,057.98
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	5	01-00-2230	.00	8,767.39	8,767.39
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	6	05-00-2230	.00	1,125.19	1,125.19
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	7	03-00-2230	.00	537.66	537.66
03/24	03/15/2024	63980	343	KAISER PERMANENTE	0029064455	8	04-00-2230	.00	1,125.19	1,125.19
Total 63980:								.00		20,656.70
63981										
03/24	03/15/2024	63981	829	LIFEMED SAFETY, INC	24-103	1	01-06-9120	.00	4,658.00	4,658.00
Total 63981:								.00		4,658.00
63982										
03/24	03/15/2024	63982	199	LUCERNE INC	25607	1	01-03-7215	.00	600.00	600.00
Total 63982:								.00		600.00
63983										
03/24	03/15/2024	63983	834	LYNN WALDENSTROM	ACCT #1506	1	04-00-4000	.00	7.73	7.73
03/24	03/15/2024	63983	834	LYNN WALDENSTROM	ACCT #1506	2	05-00-4005	.00	29.15	29.15
Total 63983:								.00		36.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
63984										
03/24	03/15/2024	63984	627	LYONS GADDIS	FEB24 STAT	1	02-00-7315	.00	295.00	295.00
Total 63984:								.00		295.00
63985										
03/24	03/15/2024	63985	307	McCREERY & SUN OF COLORA	I89646	1	01-06-7520	.00	138.71	138.71
03/24	03/15/2024	63985	307	McCREERY & SUN OF COLORA	I89739	1	05-00-7525	.00	260.00	260.00
Total 63985:								.00		398.71
63986										
03/24	03/15/2024	63986	86	NORTH POUDRE IRRIGATION C	2024 SHARE	1	04-00-8000	.00	37,350.00	37,350.00
Total 63986:								.00		37,350.00
63987										
03/24	03/15/2024	63987	88	NORTH WELD COUNTY WATER	9000 FEB24	1	04-00-9000	.00	55,827.92	55,827.92
Total 63987:								.00		55,827.92
63988										
03/24	03/15/2024	63988	631	PINNACOL ASSURANCE	21610066	1	01-01-7270	.00	219.10	219.10
03/24	03/15/2024	63988	631	PINNACOL ASSURANCE	21610066	2	01-01-7270	.00	138.72	138.72
03/24	03/15/2024	63988	631	PINNACOL ASSURANCE	21610066	3	01-01-7270	.00	3,447.00	3,447.00
03/24	03/15/2024	63988	631	PINNACOL ASSURANCE	21610066	4	04-00-7270	.00	539.88	539.88
Total 63988:								.00		4,344.70
63989										
03/24	03/15/2024	63989	432	PIVOT ENERGY	B004664B	1	03-00-7515	.00	4,306.59	4,306.59
Total 63989:								.00		4,306.59
63990										
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	1	04-00-7520	.00	65.74	65.74
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	2	04-00-7215	.00	58.29	58.29
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	3	05-00-7210	.00	8.90	8.90
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	4	01-03-7215	.00	96.64	96.64

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	5	01-04-7215	.00	24.51	24.51
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	6	03-00-7520	.00	53.51	53.51
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	7	05-00-7520	.00	102.36	102.36
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	8	01-02-7215	.00	15.27	15.27
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	9	01-06-7215	.00	72.11	72.11
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	10	01-04-7520	.00	1.60	1.60
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	11	01-06-7520	.00	64.45	64.45
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	12	01-02-7225	.00	26.37	26.37
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	13	01-02-9120	.00	61.74	61.74
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	14	03-00-7610	.00	23.52	23.52
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	15	01-02-9140	.00	39.00	39.00
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	16	05-00-7525	.00	116.55	116.55
03/24	03/15/2024	63990	95	POULSEN ACE HARDWARE	FEB24 STAT	17	05-00-7215	.00	29.97	29.97
Total 63990:								.00		860.53
63991										
03/24	03/15/2024	63991	346	Praesidium	122121	1	02-00-7315	.00	27.45	27.45
Total 63991:								.00		27.45
63992										
03/24	03/15/2024	63992	60	PROFORCE LAW ENFORCEME	543136	1	01-02-9160	.00	2,920.00	2,920.00
Total 63992:								.00		2,920.00
63993										
03/24	03/15/2024	63993	104	QUALITY WELL & PUMP	2024-263	1	01-04-7525	.00	1,715.96	1,715.96
Total 63993:								.00		1,715.96
63994										
03/24	03/15/2024	63994	261	REEDESIGN CONCEPTS	23536	1	01-02-9120	.00	1,234.20	1,234.20
Total 63994:								.00		1,234.20
63995										
03/24	03/15/2024	63995	592	SQUEAKY CLEAN WINDOW	7565	1	01-06-7520	.00	265.00	265.00

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Total 63995:								.00		265.00
63996										
03/24	03/15/2024	63996	652	STOPSTICK LTD	0032501-IN	1	01-02-9120	.00	2,086.00	2,086.00
Total 63996:								.00		2,086.00
63997										
03/24	03/15/2024	63997	832	TALK SHOP INC	23603	1	01-06-9120	.00	1,654.00	1,654.00
Total 63997:								.00		1,654.00
63998										
03/24	03/15/2024	63998	272	TIMBER LINE ELECTRIC & CON	22173	1	04-00-9050	.00	1,656.66	1,656.66
03/24	03/15/2024	63998	272	TIMBER LINE ELECTRIC & CON	22173	2	05-00-9050	.00	1,656.67	1,656.67
03/24	03/15/2024	63998	272	TIMBER LINE ELECTRIC & CON	22173	3	07-00-9050	.00	1,656.67	1,656.67
Total 63998:								.00		4,970.00
63999										
03/24	03/15/2024	63999	745	UNDERWATER WONDERS	18785	1	02-00-7520	.00	982.95	982.95
Total 63999:								.00		982.95
64000										
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1504	1	01-01-7310	.00	524.25	524.25
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1504	2	02-00-7216	.00	131.06	131.06
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1504	3	03-00-7310	.00	131.07	131.07
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1504	4	04-00-7310	.00	131.06	131.06
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1504	5	05-00-7310	.00	131.06	131.06
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1516	1	01-01-7310	.00	161.02	161.02
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1516	2	02-00-7216	.00	241.54	241.54
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1516	3	03-00-7310	.00	80.51	80.51
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1516	4	04-00-7310	.00	120.78	120.78
03/24	03/15/2024	64000	793	UPPER CASE PRINTING, INK	1516	5	05-00-7310	.00	120.78	120.78
Total 64000:								.00		1,773.13

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64001										
03/24	03/15/2024	64001	137	VALLEY FIRE EXTINGUISHER I	160875	1	01-06-7520	.00	130.00	130.00
Total 64001:								.00		130.00
64002										
03/24	03/15/2024	64002	657	VULCAN INDUSTRIES INC	24104-18231	1	05-00-7520	.00	642.00	642.00
Total 64002:								.00		642.00
64003										
03/24	03/15/2024	64003	833	WESTERN ROOFING, INC	49938	1	01-06-7520	.00	857.27	857.27
Total 64003:								.00		857.27
64004										
03/24	03/15/2024	64004	591	WEX	95270907	1	01-02-5620	.00	2,555.08	2,555.08
03/24	03/15/2024	64004	591	WEX	95270907	2	01-03-5620	.00	290.96	290.96
03/24	03/15/2024	64004	591	WEX	95270907	3	01-04-5620	.00	174.35	174.35
03/24	03/15/2024	64004	591	WEX	95270907	4	03-00-5620	.00	790.62	790.62
03/24	03/15/2024	64004	591	WEX	95270907	5	04-00-5620	.00	173.08	173.08
03/24	03/15/2024	64004	591	WEX	95270907	6	05-00-5620	.00	34.02	34.02
03/24	03/15/2024	64004	591	WEX	95270907	7	07-00-7215	.00	15.23	15.23
Total 64004:								.00		4,033.34
64005										
03/24	03/15/2024	64005	178	WICKHAM TRACTOR COMPANY	ID46407	1	03-00-7525	.00	26.32	26.32
Total 64005:								.00		26.32
64006										
03/24	03/29/2024	64006	182	ADAMSON POLICE PRODUCTS	INV411791	1	01-02-7400	.00	17.95	17.95
03/24	03/29/2024	64006	182	ADAMSON POLICE PRODUCTS	INV412112	1	01-02-7400	.00	68.55	68.55
Total 64006:								.00		86.50
64007										
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2328979 AP	1	02-00-7510	.00	127.00	127.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	1	01-02-7220	.00	260.00	260.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	2	01-01-7220	.00	255.00	255.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	3	01-03-7510	.00	97.00	97.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	4	01-04-7510	.00	97.00	97.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	5	03-00-7510	.00	97.00	97.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	6	04-00-7510	.00	97.00	97.00
03/24	03/29/2024	64007	778	ALLO COMMUNICATIONS	2513429 AP	7	05-00-7510	.00	97.00	97.00
Total 64007:								.00		1,127.00
64008										
03/24	03/29/2024	64008	168	ALSCO - LARAMIE	LLAR167615	1	02-00-7315	.00	98.04	98.04
03/24	03/29/2024	64008	168	ALSCO - LARAMIE	LLAR167615	2	01-06-7215	.00	575.68	575.68
Total 64008:								.00		673.72
64009										
03/24	03/29/2024	64009	790	AMANDA GEIGER	MAR24 MR	1	02-00-7235	.00	9.85	9.85
Total 64009:								.00		9.85
64010										
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	1	01-00-2250	.00	79.00	79.00
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	2	01-00-2250	.00	774.10	774.10
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	3	01-00-2250	.00	7.50	7.50
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	4	01-00-2250	.00	57.60	57.60
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	5	02-00-2250	.00	28.60	28.60
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	6	05-00-2250	.00	33.40	33.40
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	7	03-00-2250	.00	35.49	35.49
03/24	03/29/2024	64010	395	AMERICAN FIDELITY	D703571	8	07-00-2250	.00	3.90	3.90
Total 64010:								.00		1,019.59
64011										
03/24	03/29/2024	64011	399	AMERICAN FIDELITY FLEX	2381477B V	1	04-00-2250	.00	30.77	30.77
03/24	03/29/2024	64011	399	AMERICAN FIDELITY FLEX	2381477B V	2	01-00-2250	.00	190.37	190.37
Total 64011:								.00		221.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
64012										
03/24	03/29/2024	64012	53	ATMOS ENERGY	2047 MAR24	1	05-00-7510	.00	1,498.55	1,498.55
03/24	03/29/2024	64012	53	ATMOS ENERGY	3402 MAR24	1	01-06-7510	.00	321.32	321.32
03/24	03/29/2024	64012	53	ATMOS ENERGY	3635 MAR24	1	01-06-7510	.00	303.39	303.39
03/24	03/29/2024	64012	53	ATMOS ENERGY	3877 MAR24	1	01-06-7510	.00	36.73	36.73
03/24	03/29/2024	64012	53	ATMOS ENERGY	6490 MAR24	1	01-06-7510	.00	122.45	122.45
03/24	03/29/2024	64012	53	ATMOS ENERGY	6669 MAR24	1	01-06-7510	.00	389.63	389.63
03/24	03/29/2024	64012	53	ATMOS ENERGY	7557 MAR24	1	02-00-7510	.00	411.96	411.96
Total 64012:								.00		3,084.03
64013										
03/24	03/29/2024	64013	580	AWARD ALLIANCE LLC	71152	1	02-00-7215	.00	20.00	20.00
Total 64013:								.00		20.00
64014										
03/24	03/29/2024	64014	430	BUCKLEN EQUIPMENT COMPA	107556	1	01-03-7215	.00	1,685.92	1,685.92
03/24	03/29/2024	64014	430	BUCKLEN EQUIPMENT COMPA	107556	2	01-04-7215	.00	1,685.92	1,685.92
Total 64014:								.00		3,371.84
64015										
03/24	03/29/2024	64015	730	CARA DAVIS	5	1	02-00-8600	.00	200.00	200.00
Total 64015:								.00		200.00
64016										
03/24	03/29/2024	64016	634	CDW GOVERNMENT	PX54598	1	01-01-9110	.00	548.71	548.71
Total 64016:								.00		548.71
64017										
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	1	01-01-6180	.00	672.42	672.42
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	2	01-02-6180	.00	1,566.91	1,566.91
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	3	01-03-6180	.00	140.77	140.77
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	4	01-04-6180	.00	150.51	150.51
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	5	02-00-6180	.00	445.62	445.62
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	6	03-00-6180	.00	175.49	175.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	7	04-00-6180	.00	163.25	163.25
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	8	05-00-6180	.00	99.44	99.44
03/24	03/29/2024	64017	196	COMPANION LIFE	761484	9	07-00-6180	.00	10.71	10.71
Total 64017:								.00		3,425.12
64018										
03/24	03/29/2024	64018	103	COREN PRINTING	100082	1	02-00-5660	.00	292.50	292.50
Total 64018:								.00		292.50
64019										
03/24	03/29/2024	64019	129	DELANEY'S ELECTRIC INC	11226	1	02-00-7520	.00	434.82	434.82
Total 64019:								.00		434.82
64020										
03/24	03/29/2024	64020	528	E-470 PUBLIC HIGHWAY AUTHO	2090404678	1	01-02-7215	.00	4.10	4.10
Total 64020:								.00		4.10
64021										
03/24	03/29/2024	64021	165	FIRST CLASS SECURITY SYST	146089	1	02-00-7315	.00	299.00	299.00
Total 64021:								.00		299.00
64022										
03/24	03/29/2024	64022	155	FURLAN REMODELING LLC	016	1	02-00-7520	.00	110.00	110.00
Total 64022:								.00		110.00
64023										
03/24	03/29/2024	64023	681	GRAINGER	9056307730	1	03-00-7215	.00	408.98	408.98
Total 64023:								.00		408.98
64024										
03/24	03/29/2024	64024	111	HIGH PLAINS LIBRARY DISTRIC	5346	1	02-00-8211	.00	1,752.27	1,752.27
03/24	03/29/2024	64024	111	HIGH PLAINS LIBRARY DISTRIC	5346	2	02-00-8510	.00	1,504.58	1,504.58

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 64024:								.00		3,256.85
64025										
03/24	03/29/2024	64025	99	HILL & ROBBINS P.C.	3268	1	07-00-7310	.00	970.00	970.00
Total 64025:								.00		970.00
64026										
03/24	03/29/2024	64026	779	JOHANNA EMERY	06	1	02-00-8600	.00	260.00	260.00
Total 64026:								.00		260.00
64027										
03/24	03/29/2024	64027	633	LAKESHORE LEARNING	3142890313	1	02-00-8600	.00	159.75	159.75
Total 64027:								.00		159.75
64028										
03/24	03/29/2024	64028	307	McCREERY & SUN OF COLORA	I89687	1	01-06-7520	.00	130.00	130.00
Total 64028:								.00		130.00
64029										
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2402-SO	1	01-04-7530	.00	1,900.00	1,900.00
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2408-SO	1	01-03-7530	.00	5,900.00	5,900.00
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2409	1	01-04-7530	.00	2,800.00	2,800.00
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2410-SO	1	01-04-7530	.00	3,380.00	3,380.00
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2414	1	01-04-7530	.00	1,000.00	1,000.00
03/24	03/29/2024	64029	208	NEWELL BROS. LLC	2454-SO	1	01-04-7530	.00	1,100.00	1,100.00
Total 64029:								.00		16,080.00
64030										
03/24	03/29/2024	64030	678	PLAYAWAY PRODUCTS	456354	1	02-00-8211	.00	1,934.88	1,934.88
Total 64030:								.00		1,934.88

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
64031										
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	1	01-00-2230	.00	302.57	302.57
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	2	01-00-2230	.00	94.19	94.19
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	3	01-00-2230	.00	1,004.60	1,004.60
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	4	01-00-2230	.00	89.94	89.94
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	5	01-01-6180	.00	226.41	226.41
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	6	01-03-6180	.00	76.03	76.03
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	7	01-04-6180	.00	79.25	79.25
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	8	01-02-6180	.00	523.30	523.30
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	9	02-00-2230	.00	417.07	417.07
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	10	02-00-6180	.00	217.09	217.09
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	11	07-00-2230	.00	6.33	6.33
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	12	07-00-6180	.00	3.46	3.46
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	13	05-00-2230	.00	94.59	94.59
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	14	05-00-6180	.00	50.43	50.43
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	15	04-00-2230	.00	122.51	122.51
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	16	04-00-6180	.00	53.67	53.67
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	17	03-00-2230	.00	139.79	139.79
03/24	03/29/2024	64031	117	PRINCIPAL LIFE	APR 2024	18	03-00-6180	.00	71.66	71.66
Total 64031:								.00		3,572.89
64032										
03/24	03/29/2024	64032	261	REEDESIGN CONCEPTS	23505	1	01-04-7215	.00	617.82	617.82
Total 64032:								.00		617.82
64033										
03/24	03/29/2024	64033	837	RONIN TRAINING	0140	1	01-02-7240	.00	500.00	500.00
Total 64033:								.00		500.00
64034										
03/24	03/29/2024	64034	466	SPRING CREEK ELECTRIC LLC	2738	1	01-04-7520	.00	730.20	730.20
03/24	03/29/2024	64034	466	SPRING CREEK ELECTRIC LLC	2741	1	03-00-7520	.00	8,585.23	8,585.23
Total 64034:								.00		9,315.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
64035										
03/24	03/29/2024	64035	592	SQUEAKY CLEAN WINDOW	7656	1	01-06-7520	.00	265.00	265.00
Total 64035:								.00		265.00
64036										
03/24	03/29/2024	64036	674	TNT UNLIMITED, LLC	27	1	01-06-7520	.00	550.00	550.00
Total 64036:								.00		550.00
64037										
03/24	03/29/2024	64037	825	UNION COLONY CHILDREN'S M	4501	1	02-00-8600	.00	156.00	156.00
Total 64037:								.00		156.00
64038										
03/24	03/29/2024	64038	836	USB MEMORY DIRECT	CL343312	1	02-00-7216	.00	2,300.00	2,300.00
Total 64038:								.00		2,300.00
64039										
03/24	03/29/2024	64039	767	VACKER INC	3835	1	02-00-7520	.00	971.00	971.00
Total 64039:								.00		971.00
64040										
03/24	03/29/2024	64040	169	WELD COUNTY SHERIFF'S OFF	2373 022024	1	01-02-7226	.00	75.65	75.65
Total 64040:								.00		75.65
64041										
03/24	03/29/2024	64041	207	WELD COUNTY UNDERGROUN	2024-174	1	01-04-7215	.00	230.00	230.00
Total 64041:								.00		230.00
64042										
03/24	03/29/2024	64042	833	WESTERN ROOFING, INC	49939	1	02-00-7520	.00	803.39	803.39

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 64042:								.00		803.39
64043										
03/24	03/29/2024	64043	236	XEROX CORPORATION	IN4995320	1	01-01-7230	.00	122.91	122.91
03/24	03/29/2024	64043	236	XEROX CORPORATION	IN4995320	2	01-01-7230	.00	266.46	266.46
Total 64043:								.00		389.37
31524001										
03/24	03/15/2024	31524001	2	AGFINITY INC	000426	1	01-03-7525	.00	24.75	24.75
03/24	03/15/2024	31524001	2	AGFINITY INC	000426	2	01-02-7225	.00	148.00	148.00
Total 31524001:								.00		172.75
31524002										
03/24	03/15/2024	31524002	792	ALLIE OGG CREATIVE	156	1	02-00-9150	.00	5,000.00	5,000.00
Total 31524002:								.00		5,000.00
31524003										
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	13LR-KLHW-	1	02-00-8540	.00	29.99	29.99
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	144H-4XDP-	1	02-00-8600	.00	31.98	31.98
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	163H-GXYG-	1	02-00-7215	.00	29.87	29.87
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	16LF-HC1T-7	1	02-00-7520	.00	41.97	41.97
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	16LF-HC1T-9	1	02-00-8510	.00	124.21	124.21
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	16MV-16YG-	1	02-00-8211	.00	697.41	697.41
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	16MV-16YG-	1	02-00-8600	.00	79.53	79.53
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	17CV-HQ7Q-	1	02-00-8600	.00	102.16	102.16
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	17DR-VKNN-	1	02-00-8600	.00	153.25	153.25
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	17DR-VKNN-	1	02-00-8600	.00	121.18	121.18
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1C9F-TWG1-	1	02-00-8600	.00	65.82	65.82
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1C9F-TWG1-	1	02-00-8510	.00	53.06	53.06
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1CVH-WDXV	1	02-00-8510	.00	49.75	49.75
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1DK4-CYWR	1	02-00-5640	.00	1,193.64	1,193.64
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1DXW-NVFY	1	02-00-8540	.00	15.98	15.98
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1F9R-117W-	1	02-00-8211	.00	307.07	307.07
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1JLY-HPD7-	1	02-00-7215	.00	167.65	167.65
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1JXM-K7FV-	1	02-00-8600	.00	35.25	35.25

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03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1K9H-JFXV-	1	02-00-8600	.00	231.70	231.70
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1LJP-CWFT-	1	02-00-7215	.00	48.81	48.81
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1LQF-TN3D-	1	02-00-8535	.00	7.53	7.53
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1NKM-CRPP	1	02-00-7240	.00	42.74	42.74
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1QJ4-JMX9-	1	01-02-5125	.00	16.98	16.98
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1QLY-C7TG-	1	02-00-8600	.00	76.94	76.94
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1QQP-NKN1	1	02-00-8600	.00	151.84	151.84
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1R4M-KTYY-	1	02-00-8211	.00	25.49	25.49
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1R67-LV4H-6	1	01-02-5125	.00	26.98	26.98
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1RGR-PQJG	1	02-00-8540	.00	18.99	18.99
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1RTJ-QNFC-	1	02-00-7215	.00	10.40	10.40
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1V6V-RKHP-	1	02-00-8600	.00	129.95	129.95
03/24	03/15/2024	31524003	650	AMAZON CAPITOL SERVICES	1VMF-D9W4-	1	02-00-5660	.00	146.99	146.99
Total 31524003:								.00		4,235.11
31524004										
03/24	03/15/2024	31524004	367	BASELINE	30681	1	01-08-7310	.00	1,943.50	1,943.50
03/24	03/15/2024	31524004	367	BASELINE	30682	1	01-08-6270	.00	893.00	893.00
03/24	03/15/2024	31524004	367	BASELINE	30683	1	01-08-6270	.00	47.00	47.00
03/24	03/15/2024	31524004	367	BASELINE	30684	1	01-08-6270	.00	705.50	705.50
03/24	03/15/2024	31524004	367	BASELINE	30685	1	01-04-7310	.00	1,444.50	1,444.50
03/24	03/15/2024	31524004	367	BASELINE	30686	1	03-00-9201	.00	1,317.50	1,317.50
03/24	03/15/2024	31524004	367	BASELINE	30687	1	01-08-6270	.00	1,383.00	1,383.00
03/24	03/15/2024	31524004	367	BASELINE	30688	1	01-08-7310	.00	4,316.25	4,316.25
03/24	03/15/2024	31524004	367	BASELINE	30689	1	01-08-6270	.00	1,128.50	1,128.50
03/24	03/15/2024	31524004	367	BASELINE	30690	1	01-08-6270	.00	1,203.75	1,203.75
03/24	03/15/2024	31524004	367	BASELINE	30691	1	01-08-6270	.00	940.75	940.75
Total 31524004:								.00		15,323.25
31524005										
03/24	03/15/2024	31524005	714	COSTA OIL	000048	1	01-02-7225	.00	41.94	41.94
Total 31524005:								.00		41.94
31524006										
03/24	03/15/2024	31524006	384	ENVIROTECH	CD20240980	1	03-00-7215	.00	1,033.32	1,033.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 31524006:								.00		1,033.32
31524007										
03/24	03/15/2024	31524007	828	ERIC EDWARDS	MAR 24 TRA	1	01-02-7240	.00	276.50	276.50
Total 31524007:								.00		276.50
31524008										
03/24	03/15/2024	31524008	51	GOULD PARTS INC	FEB24 STAT	1	01-06-7520	.00	190.84	190.84
03/24	03/15/2024	31524008	51	GOULD PARTS INC	FEB24 STAT	2	05-00-7520	.00	305.88	305.88
03/24	03/15/2024	31524008	51	GOULD PARTS INC	FEB24 STAT	3	03-00-7215	.00	26.43	26.43
Total 31524008:								.00		523.15
31524009										
03/24	03/15/2024	31524009	25	GRANITE TELECOMMUNICATIO	637644178	1	01-01-7220	.00	189.34	189.34
03/24	03/15/2024	31524009	25	GRANITE TELECOMMUNICATIO	637644178	2	01-02-7220	.00	189.34	189.34
Total 31524009:								.00		378.68
31524010										
03/24	03/15/2024	31524010	230	HARSH INTERNATIONAL INC	INV276322	1	01-04-7310	.00	1,199.36	1,199.36
Total 31524010:								.00		1,199.36
31524011										
03/24	03/15/2024	31524011	603	KURB APPEAL LLC	004301	1	01-06-7320	.00	2,290.00	2,290.00
Total 31524011:								.00		2,290.00
31524012										
03/24	03/15/2024	31524012	536	LANGUAGE LINE SERVICES, IN	11240782	1	01-02-5140	.00	39.85	39.85
03/24	03/15/2024	31524012	536	LANGUAGE LINE SERVICES, IN	11240782	2	01-02-7215	.00	92.98	92.98
Total 31524012:								.00		132.83
31524013										
03/24	03/15/2024	31524013	44	LAW OFFICE OF AVI S ROCKLIN	3225	1	02-00-7315	.00	1,574.50	1,574.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/15/2024	31524013	44	LAW OFFICE OF AVI S ROCKLIN	3226	1	04-00-7310	.00	2,561.50	2,561.50
03/24	03/15/2024	31524013	44	LAW OFFICE OF AVI S ROCKLIN	3226	2	01-01-7320	.00	7,536.50	7,536.50
03/24	03/15/2024	31524013	44	LAW OFFICE OF AVI S ROCKLIN	3227	1	01-02-5130	.00	1,927.00	1,927.00
Total 31524013:								.00		13,599.50
31524014										
03/24	03/15/2024	31524014	67	MID-AMERICAN RESEARCH CH	0813719-IN	1	01-04-7215	.00	442.67	442.67
03/24	03/15/2024	31524014	67	MID-AMERICAN RESEARCH CH	0813719-IN	2	04-00-7215	.00	2,048.66	2,048.66
03/24	03/15/2024	31524014	67	MID-AMERICAN RESEARCH CH	0813719-IN	3	01-06-7215	.00	195.67	195.67
03/24	03/15/2024	31524014	67	MID-AMERICAN RESEARCH CH	0813719-IN	4	03-00-7525	.00	223.92	223.92
Total 31524014:								.00		2,910.92
31524015										
03/24	03/15/2024	31524015	71	MY OFFICE ETC	031657-0	1	01-01-7210	.00	56.15	56.15
03/24	03/15/2024	31524015	71	MY OFFICE ETC	301646-0	1	01-01-7210	.00	22.62	22.62
03/24	03/15/2024	31524015	71	MY OFFICE ETC	301646-1	1	01-01-7210	.00	17.15	17.15
03/24	03/15/2024	31524015	71	MY OFFICE ETC	301657-1	1	01-01-7210	.00	120.05	120.05
Total 31524015:								.00		215.97
31524016										
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	1	05-00-7320	.00	596.00	596.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	2	01-03-9130	.00	166.00	166.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	3	04-00-7310	.00	102.50	102.50
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	4	05-00-7310	.00	102.50	102.50
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	5	07-00-7310	.00	51.25	51.25
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	6	01-08-7350	.00	435.00	435.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-001/001	7	01-08-7350	.00	1,691.25	1,691.25
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-004/000	1	03-00-9201	.00	23,576.10	23,576.10
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-005/000	1	03-00-9220	.00	901.68	901.68
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-006/000	1	03-00-9210	.00	225.00	225.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-007/000	1	04-00-9150	.00	4,647.50	4,647.50
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-008/000	1	04-00-7310	.00	1,750.00	1,750.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-008/000	2	05-00-7310	.00	1,750.00	1,750.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-823/000	1	04-00-7320	.00	246.00	246.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-823/000	2	03-00-5700	.00	205.00	205.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	1	04-00-7320	.00	96.75	96.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	2	02-00-7315	.00	731.25	731.25
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	3	07-00-7310	.00	266.50	266.50
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	4	03-00-7320	.00	331.00	331.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	5	03-00-9220	.00	1,021.50	1,021.50
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	6	03-00-7320	.00	4,458.00	4,458.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	7	01-08-7350	.00	2,147.75	2,147.75
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-824/000	8	01-08-7350	.00	225.00	225.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-923/000	1	01-08-7350	.00	130.00	130.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-923/000	2	01-08-7350	.00	195.00	195.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-923/000	3	01-08-7350	.00	650.00	650.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-923/000	4	01-08-7350	.00	390.00	390.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-923/000	5	01-08-7350	.00	260.00	260.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-924/000	1	01-08-7350	.00	195.00	195.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-924/000	2	01-08-7350	.00	130.00	130.00
03/24	03/15/2024	31524016	191	NORTHERN ENGINEERING INC	1127-924/000	3	01-08-7350	.00	130.00	130.00
Total 31524016:								.00		47,803.53
31524017										
03/24	03/15/2024	31524017	541	SLATE COMMUNICATIONS	3051	1	01-01-7310	.00	2,900.00	2,900.00
Total 31524017:								.00		2,900.00
31524018										
03/24	03/15/2024	31524018	835	TRAVIS WARD	MAR23 REI	1	01-01-7270	.00	9.10	9.10
Total 31524018:								.00		9.10
31524019										
03/24	03/15/2024	31524019	356	USABLUEBOOK	INV0028765	1	05-00-7215	.00	2,180.84	2,180.84
Total 31524019:								.00		2,180.84
31524020										
03/24	03/15/2024	31524020	186	UTILITY NOTIFICATION CENTE	224020446	1	05-00-7310	.00	156.74	156.74
03/24	03/15/2024	31524020	186	UTILITY NOTIFICATION CENTE	224020446	2	04-00-7310	.00	156.73	156.73
Total 31524020:								.00		313.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
31524021										
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	1	01-01-7220	.00	611.15	611.15
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	2	01-02-7220	.00	269.95	269.95
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	3	01-02-5125	.00	54.95	54.95
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	4	01-03-7215	.00	40.68	40.68
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	5	01-04-7215	.00	111.09	111.09
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	6	03-00-7215	.00	88.51	88.51
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	7	05-00-7510	.00	144.91	144.91
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957396637	8	04-00-7510	.00	134.84	134.84
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957474625	1	04-00-7510	.00	20.02	20.02
03/24	03/15/2024	31524021	313	VERIZON WIRELESS	9957775928	1	01-02-7220	.00	1,180.53	1,180.53
Total 31524021:								.00		2,656.63
31524022										
03/24	03/15/2024	31524022	224	WASTE MANAGEMENT INC	5185121-253	1	06-00-9030	.00	45,085.03	45,085.03
03/24	03/15/2024	31524022	224	WASTE MANAGEMENT INC	5185598-253	1	06-00-9030	.00	589.94	589.94
Total 31524022:								.00		45,674.97
31524023										
03/24	03/15/2024	31524023	501	WESLEY LAVANCHY	FEB24 MR	1	01-01-7235	.00	76.65	76.65
Total 31524023:								.00		76.65
31524024										
03/24	03/15/2024	31524024	56	XCEL ENERGY	867204698	1	03-00-7515	.00	8,242.72	8,242.72
03/24	03/15/2024	31524024	56	XCEL ENERGY	867646752	1	01-04-7510	.00	19.12	19.12
03/24	03/15/2024	31524024	56	XCEL ENERGY	867646752	2	01-06-7510	.00	248.99	248.99
03/24	03/15/2024	31524024	56	XCEL ENERGY	868403463	1	01-06-7510	.00	23.61	23.61
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	1	04-00-7510	.00	822.45	822.45
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	2	01-04-7510	.00	2,508.85	2,508.85
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	3	01-03-7510	.00	339.84	339.84
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	4	07-00-7510	.00	892.76-	892.76-
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	5	01-06-7510	.00	263.24	263.24
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	6	02-00-7510	.00	204.02	204.02
03/24	03/15/2024	31524024	56	XCEL ENERGY	868769988	7	05-00-7510	.00	2,806.28	2,806.28
03/24	03/15/2024	31524024	56	XCEL ENERGY	868770468	1	05-00-7510	.00	343.13	343.13
03/24	03/15/2024	31524024	56	XCEL ENERGY	868830833	1	01-04-7510	.00	66.92	66.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/15/2024	31524024	56	XCEL ENERGY	868838824	1	01-04-7510	.00	14.98	14.98
03/24	03/15/2024	31524024	56	XCEL ENERGY	868861325	1	01-06-7510	.00	37.33	37.33
Total 31524024:								.00		15,048.72
32924001										
03/24	03/29/2024	32924001	8	ABLAO LAW LLC	1259	1	01-02-5135	.00	1,400.00	1,400.00
Total 32924001:								.00		1,400.00
32924002										
03/24	03/29/2024	32924002	650	AMAZON CAPITOL SERVICES	1L99-JL77-G	1	01-02-5125	.00	48.09	48.09
Total 32924002:								.00		48.09
32924003										
03/24	03/29/2024	32924003	97	AMBER GREENE	MAR24 MR	1	02-00-7235	.00	64.59	64.59
03/24	03/29/2024	32924003	97	AMBER GREENE	Q1 2024 HE	1	02-00-6182	.00	1,226.55	1,226.55
Total 32924003:								.00		1,291.14
32924004										
03/24	03/29/2024	32924004	616	CAROLINE WICKES	FEB/MAR 24	1	02-00-7235	.00	212.25	212.25
Total 32924004:								.00		212.25
32924005										
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	1	01-01-5640	.00	1,307.06	1,307.06
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	2	01-02-5125	.00	371.32	371.32
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	3	07-00-7310	.00	185.66	185.66
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	4	02-00-5640	.00	230.99	230.99
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	5	01-02-5640	.00	866.41	866.41
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	6	03-00-5640	.00	1,052.06	1,052.06
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	7	06-00-7310	.00	185.66	185.66
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	8	05-00-5640	.00	1,237.72	1,237.72
03/24	03/29/2024	32924005	145	CONNECTING POINT	CW141754	9	04-00-5640	.00	1,237.72	1,237.72
Total 32924005:								.00		6,674.60

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
32924006										
03/24	03/29/2024	32924006	714	COSTA OIL	000049	1	01-02-7225	.00	41.94	41.94
03/24	03/29/2024	32924006	714	COSTA OIL	LP CDZ-G48	1	01-02-7225	.00	45.53	45.53
Total 32924006:								.00		87.47
32924007										
03/24	03/29/2024	32924007	559	CPS HR CONSULTING	0012678	1	01-01-6160	.00	5,944.60	5,944.60
03/24	03/29/2024	32924007	559	CPS HR CONSULTING	0012678	2	02-00-7315	.00	2,134.08	2,134.08
03/24	03/29/2024	32924007	559	CPS HR CONSULTING	0012678	3	03-00-7310	.00	481.35	481.35
03/24	03/29/2024	32924007	559	CPS HR CONSULTING	0012678	4	04-00-7310	.00	462.39	462.39
03/24	03/29/2024	32924007	559	CPS HR CONSULTING	0012678	5	05-00-7310	.00	462.39	462.39
Total 32924007:								.00		9,484.81
32924008										
03/24	03/29/2024	32924008	21	EON OFFICE INC	WO-3759766	1	01-02-7210	.00	69.44	69.44
03/24	03/29/2024	32924008	21	EON OFFICE INC	WO-3760216	1	01-02-5125	.00	46.44	46.44
Total 32924008:								.00		115.88
32924009										
03/24	03/29/2024	32924009	285	KEY PEOPLE CO	5253	1	02-00-7315	.00	2,795.00	2,795.00
Total 32924009:								.00		2,795.00
32924010										
03/24	03/29/2024	32924010	166	MARISELA AGUILAR	E19	1	01-02-5140	.00	110.00	110.00
Total 32924010:								.00		110.00
32924011										
03/24	03/29/2024	32924011	71	MY OFFICE ETC	301960-0	1	01-06-7320	.00	74.85	74.85
03/24	03/29/2024	32924011	71	MY OFFICE ETC	301960-0	2	01-01-7210	.00	53.61	53.61
03/24	03/29/2024	32924011	71	MY OFFICE ETC	301960-0	3	01-01-9110	.00	289.00	289.00
03/24	03/29/2024	32924011	71	MY OFFICE ETC	301960-1	1	01-01-7210	.00	153.23	153.23
03/24	03/29/2024	32924011	71	MY OFFICE ETC	302024-0	1	06-00-7210	.00	46.99	46.99
03/24	03/29/2024	32924011	71	MY OFFICE ETC	302075-0	1	01-01-9110	.00	289.00	289.00
03/24	03/29/2024	32924011	71	MY OFFICE ETC	C 301098-0	1	01-01-9110	.00	308.00-	308.00-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 32924011:								.00		598.68
32924012										
03/24	03/29/2024	32924012	748	NORTHERN COLORADO PEST	97424	1	01-06-7520	.00	129.00	129.00
Total 32924012:								.00		129.00
32924013										
03/24	03/29/2024	32924013	329	PERCY HAMILTON	Q1 2024 HE	1	03-00-6182	.00	1,464.42	1,464.42
Total 32924013:								.00		1,464.42
32924014										
03/24	03/29/2024	32924014	646	ROCKY MOUNTAIN RAPTOR PR	031624	1	02-00-8600	.00	200.00	200.00
Total 32924014:								.00		200.00
32924015										
03/24	03/29/2024	32924015	534	TEXAS LIFE INSURANCE COMP	SM0F502024	1	01-00-2260	.00	79.75	79.75
03/24	03/29/2024	32924015	534	TEXAS LIFE INSURANCE COMP	SM0F502024	2	05-00-2260	.00	13.00	13.00
Total 32924015:								.00		92.75
32924016										
03/24	03/29/2024	32924016	593	ULINE	174743824	1	01-03-7215	.00	80.91	80.91
03/24	03/29/2024	32924016	593	ULINE	174743824	2	01-06-7215	.00	80.91	80.91
03/24	03/29/2024	32924016	593	ULINE	174743824	3	05-00-7215	.00	80.90	80.90
Total 32924016:								.00		242.72
32924017										
03/24	03/29/2024	32924017	501	WESLEY LAVANCHY	Q1 2024 HE	1	01-01-6182	.00	1,614.06	1,614.06
Total 32924017:								.00		1,614.06
32924018										
03/24	03/29/2024	32924018	56	XCEL ENERGY	858721767	1	07-00-7510	.00	1,569.71-	1,569.71-
03/24	03/29/2024	32924018	56	XCEL ENERGY	858721767	2	07-00-7510	.00	810.49	810.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
03/24	03/29/2024	32924018	56	XCEL ENERGY	861585695	1	07-00-7510	.00	303.62	303.62
03/24	03/29/2024	32924018	56	XCEL ENERGY	865827006	1	07-00-7510	.00	266.38	266.38
03/24	03/29/2024	32924018	56	XCEL ENERGY	868822047	1	04-00-7510	.00	81.87	81.87
03/24	03/29/2024	32924018	56	XCEL ENERGY	868890871	1	03-00-5700	.00	20.14	20.14
03/24	03/29/2024	32924018	56	XCEL ENERGY	869356404	1	01-04-7510	.00	12.91	12.91
03/24	03/29/2024	32924018	56	XCEL ENERGY	869586266	1	01-04-7510	.00	20.93	20.93
03/24	03/29/2024	32924018	56	XCEL ENERGY	869732587	1	07-00-7510	.00	256.32	256.32
03/24	03/29/2024	32924018	56	XCEL ENERGY	870082003	1	03-00-5700	.00	3,674.91	3,674.91
Total 32924018:								.00		3,877.86
Grand Totals:								.00		582,489.80

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-00-2000	308.00	168,909.95-	168,601.95-
01-00-2230	19,359.96	.00	19,359.96
01-00-2250	1,298.94	.00	1,298.94
01-00-2260	79.75	.00	79.75
01-01-5640	1,307.06	.00	1,307.06
01-01-6160	5,944.60	.00	5,944.60
01-01-6180	898.83	.00	898.83
01-01-6182	1,614.06	.00	1,614.06
01-01-7210	429.26	.00	429.26
01-01-7215	61.91	.00	61.91
01-01-7220	1,055.49	.00	1,055.49
01-01-7230	1,157.42	.00	1,157.42
01-01-7235	76.65	.00	76.65
01-01-7240	36.06	.00	36.06
01-01-7270	3,813.92	.00	3,813.92
01-01-7280	19,705.00	.00	19,705.00
01-01-7310	3,585.27	.00	3,585.27
01-01-7320	7,536.50	.00	7,536.50
01-01-9110	1,126.71	308.00-	818.71
01-02-5125	832.72	.00	832.72

GL Account	Debit	Credit	Proof
01-02-5130	2,556.47	.00	2,556.47
01-02-5135	1,400.00	.00	1,400.00
01-02-5140	149.85	.00	149.85
01-02-5620	2,555.08	.00	2,555.08
01-02-5640	866.41	.00	866.41
01-02-6180	2,090.21	.00	2,090.21
01-02-7210	69.44	.00	69.44
01-02-7215	771.23	.00	771.23
01-02-7220	1,899.82	.00	1,899.82
01-02-7225	504.30	.00	504.30
01-02-7226	75.65	.00	75.65
01-02-7240	1,336.50	.00	1,336.50
01-02-7400	86.50	.00	86.50
01-02-9120	3,683.94	.00	3,683.94
01-02-9140	39.00	.00	39.00
01-02-9160	2,920.00	.00	2,920.00
01-03-5620	290.96	.00	290.96
01-03-6180	216.80	.00	216.80
01-03-7215	3,529.90	.00	3,529.90
01-03-7510	436.84	.00	436.84
01-03-7525	2,629.91	.00	2,629.91
01-03-7530	5,900.00	.00	5,900.00
01-03-9120	1,169.32	.00	1,169.32
01-03-9130	166.00	.00	166.00
01-04-5620	174.35	.00	174.35
01-04-6180	229.76	.00	229.76
01-04-7215	4,016.01	.00	4,016.01
01-04-7310	2,643.86	.00	2,643.86
01-04-7510	2,740.71	.00	2,740.71
01-04-7520	731.80	.00	731.80
01-04-7525	4,088.36	.00	4,088.36
01-04-7530	10,287.40	.00	10,287.40
01-06-7215	2,092.09	.00	2,092.09
01-06-7320	2,364.85	.00	2,364.85
01-06-7510	1,746.69	.00	1,746.69
01-06-7520	2,720.27	.00	2,720.27
01-06-9120	6,312.00	.00	6,312.00
01-07-8910	4,357.31	.00	4,357.31
01-08-6270	6,301.50	.00	6,301.50
01-08-7310	6,259.75	.00	6,259.75

GL Account	Debit	Credit	Proof
01-08-7350	6,579.00	.00	6,579.00
02-00-2000	.00	158,490.29-	158,490.29-
02-00-2230	417.07	.00	417.07
02-00-2250	28.60	.00	28.60
02-00-5640	1,592.76	.00	1,592.76
02-00-5660	439.49	.00	439.49
02-00-6180	662.71	.00	662.71
02-00-6182	1,226.55	.00	1,226.55
02-00-7215	615.99	.00	615.99
02-00-7216	2,672.60	.00	2,672.60
02-00-7235	286.69	.00	286.69
02-00-7240	98.32	.00	98.32
02-00-7315	8,150.40	.00	8,150.40
02-00-7510	742.98	.00	742.98
02-00-7520	3,344.13	.00	3,344.13
02-00-8211	4,717.12	.00	4,717.12
02-00-8510	1,731.60	.00	1,731.60
02-00-8535	7.53	.00	7.53
02-00-8540	64.96	.00	64.96
02-00-8600	3,428.51	.00	3,428.51
02-00-9150	128,262.28	.00	128,262.28
03-00-2000	.00	63,913.04-	63,913.04-
03-00-2230	677.45	.00	677.45
03-00-2250	35.49	.00	35.49
03-00-5620	790.62	.00	790.62
03-00-5640	1,052.06	.00	1,052.06
03-00-5700	3,900.05	.00	3,900.05
03-00-6180	247.15	.00	247.15
03-00-6182	1,464.42	.00	1,464.42
03-00-7215	1,663.28	.00	1,663.28
03-00-7310	692.93	.00	692.93
03-00-7320	4,789.00	.00	4,789.00
03-00-7510	97.00	.00	97.00
03-00-7515	12,549.31	.00	12,549.31
03-00-7520	8,638.74	.00	8,638.74
03-00-7525	250.24	.00	250.24
03-00-7610	23.52	.00	23.52
03-00-9201	24,893.60	.00	24,893.60
03-00-9210	225.00	.00	225.00
03-00-9220	1,923.18	.00	1,923.18

GL Account	Debit	Credit	Proof
04-00-2000	.00	114,403.69-	114,403.69-
04-00-2230	1,247.70	.00	1,247.70
04-00-2250	61.54	.00	61.54
04-00-4000	151.49	.00	151.49
04-00-5620	173.08	.00	173.08
04-00-5640	1,237.72	.00	1,237.72
04-00-6180	216.92	.00	216.92
04-00-7215	2,254.71	.00	2,254.71
04-00-7270	539.88	.00	539.88
04-00-7310	7,249.06	.00	7,249.06
04-00-7320	342.75	.00	342.75
04-00-7510	1,156.18	.00	1,156.18
04-00-7520	290.58	.00	290.58
04-00-8000	37,350.00	.00	37,350.00
04-00-9000	55,827.92	.00	55,827.92
04-00-9050	1,656.66	.00	1,656.66
04-00-9150	4,647.50	.00	4,647.50
05-00-2000	.00	18,465.28-	18,465.28-
05-00-2230	1,219.78	.00	1,219.78
05-00-2250	33.40	.00	33.40
05-00-2260	13.00	.00	13.00
05-00-4005	172.92	.00	172.92
05-00-5620	34.02	.00	34.02
05-00-5640	1,237.72	.00	1,237.72
05-00-6180	149.87	.00	149.87
05-00-7210	8.90	.00	8.90
05-00-7215	3,421.71	.00	3,421.71
05-00-7310	3,339.84	.00	3,339.84
05-00-7320	596.00	.00	596.00
05-00-7510	5,154.66	.00	5,154.66
05-00-7520	1,050.24	.00	1,050.24
05-00-7525	376.55	.00	376.55
05-00-9050	1,656.67	.00	1,656.67
06-00-2000	.00	46,242.51-	46,242.51-
06-00-4006	26.69	.00	26.69
06-00-7210	46.99	.00	46.99
06-00-7310	493.86	.00	493.86
06-00-9030	45,674.97	.00	45,674.97
07-00-2000	2,462.47	14,835.51-	12,373.04-
07-00-2230	6.33	.00	6.33

GL Account	Debit	Credit	Proof
07-00-2250	3.90	.00	3.90
07-00-6180	14.17	.00	14.17
07-00-7215	15.23	.00	15.23
07-00-7310	11,502.40	.00	11,502.40
07-00-7510	1,636.81	2,462.47-	825.66-
07-00-9050	1,656.67	.00	1,656.67
Grand Totals:	588,030.74	588,030.74-	.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check.Type = {<>} "Adjustment"

February 2024 Summary of significant variances and highlights

With 2 months of the year completed the target for revenue and expenses is 16.7%. One time purchases and payments for insurance and equipment can cause greater variances from budget and can seem higher than normal. This will even out as the year progresses.

General Fund:

The General Fund has 7 departments: Administration, Police, Cemetery, Parks, Miscellaneous, Public Buildings, and Planning & Development.

Revenues are 14% year to date of the budget. Expenditures are 17% of the budget. Expenditures exceed revenue by $318,535. Historically the town has recognized revenue when cash has been received and not earned. For our sales tax reporting we are a month behind in recognizing revenue. We will receive more sales tax revenue throughout the year. We receive the majority of property tax revenue in February, April, and June. Transfer from other funds are completed at the end of the year, not monthly.

Library:

Revenues are1% year to date of the budget. Expenditures are 10% of the budget. Expenditures exceed revenue by $303,380 this is due to budgeted capital projects. Reserve funds have been saved for large capital projects. The Library receives the majority of their revenue in April and May from their share of the High Plains Library property tax.

Streets:

Revenues are 4% year to date of the budget. Expenditures are 4% of the budget. Expenditures exceed Revenue by $66,156, this is due to budgeted capital projects. Sales tax revenue has been recorded when cash is received. The 1% sales tax increase dedicated to the Streets fund will be recorded in the March financials.

Water:

Revenues are 10% year to date of the budget. Expenditures are 20% of the budget. Expenditures exceed revenue by $717,763. This is due to an annual payment in January for the participation in NISP.

Sewer:

Revenues are 16% year to date of the budget. Expenditures are 29% of the budget. Expenditures exceed Revenue by $153,449 due to the sewer bond payment that is paid twice a year in February and August.

Sanitation:

Revenues are 17% year to date of the budget. Expenditures are 15% of the budget. Revenue exceeds expenditures by $11,346.

Irrigation:

Revenues are 15% year to date of the budget. Expenditures are 12% of the budget. Revenue exceeds expenditures by $14,255. Utilities currently has a negative for expense, received credits from Xcel.

Special Revenue:

Revenues are 33% year to date of the budget. Expenditures are 0% of the budget. Revenue exceeds expenditures by $18,364.

2/29/2024

GENERAL FUND

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Property Taxes	119,409.20	122,858.55	494,080.00	371,221.45	24.87%
Sales Tax	255,385.63	452,795.75	4,033,492.00	3,580,696.25	11.23%
Franchise Tax - Xcel Energy	25,242.79	34,896.29	150,000.00	115,103.71	23.26%
Franchise Tax - Atmos Energy	20,140.63	20,140.63	50,000.00	29,859.37	40.28%
Occupation Tax - Century Link	5,000.00	5,000.00	11,000.00	6,000.00	45.45%
Franchise Tax - Other	265.23	265.23	5,000.00	4,734.77	5.30%
Penalties & Interest	-	-	-	-	#DIV/0!
Business Licenses	260.00	520.00	3,000.00	2,480.00	17.33%
Liquor Licenses	175.00	1,178.75	1,500.00	321.25	78.58%
Building Permits	11,752.51	16,552.58	100,000.00	83,447.42	16.55%
Back Flow Permit Fee	75.00	1,650.00	-	(1,650.00)	#DIV/0!
Animal Licenses	70.00	105.00	380.00	275.00	27.63%
Contractor License	-	300.00	3,500.00	3,200.00	8.57%
Lottery Proceeds	-	-	37,000.00	37,000.00	0.00%
Cigarette Tax	843.64	1,350.95	5,800.00	4,449.05	23.29%
Grave Openings	5,750.00	13,050.00	29,192.00	16,142.00	44.70%
Cemetery Admin Miscellaneous	200.00	200.00	120.00	(80.00)	166.67%
Sale of Cemetery Plots	5,545.00	11,470.00	26,500.00	15,030.00	43.28%
Columbarium Cemetery	-	-	20,000.00	20,000.00	0.00%
Cemetery Miscellaneous	-	-	-	-	#DIV/0!
Recreation Fees	-	-	-	-	#DIV/0!
Planning / Dev Revenue	4,955.65	10,653.92	90,000.00	79,346.08	11.84%
Court Fines	29,658.58	56,410.88	294,000.00	237,589.12	19.19%
Certified VIN Inspection	150.00	150.00	-	(150.00)	#DIV/0!
Miscellaneous Revenue	4,914.77	19,360.36	30,000.00	10,639.64	64.53%
Mineral & Severance Taxes	-	-	30,000.00	30,000.00	0.00%
Interest Income	11,895.46	21,557.43	4,000.00	(17,557.43)	538.94%
Contributions & Grants	900.00	900.00	20,000.00	19,100.00	4.50%
Transfers From Other Funds	-	894.72	296,024.00	295,129.28	0.30%
TOTAL REVENUE	502,589.09	792,261.04	5,734,588.00	4,942,326.96	13.82%

GENERAL FUND EXPENDITURES

ADMIN

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
SALARIES	51,015.21	102,208.32	689,289.00	587,080.68	14.83%
BENEFITS	10,347.95	24,998.89	160,837.00	135,838.11	15.54%
HR Generalist	5,944.60	13,175.77	82,194.00	69,018.23	16.03%
Tuition Reimbursement	-	-	10,000.00	10,000.00	0.00%
IT	1,400.09	2,794.82	59,653.00	56,858.18	4.69%
Emergencies	-	-	-	-	#DIV/0!
Elections	-	-	25,200.00	25,200.00	0.00%
Office Supplies	1,011.39	1,864.52	19,000.00	17,135.48	9.81%
Communications	1,114.96	2,428.61	11,550.00	9,121.39	21.03%
Office Expenses	3,617.30	5,777.16	25,000.00	19,222.84	23.11%
Mileage Reimbursements	76.65	284.89	5,000.00	4,715.11	5.70%
Training	2,641.71	2,669.56	20,000.00	17,330.44	13.35%
Dues and Subscriptions	-	2,623.00	7,463.00	4,840.00	35.15%
Publication Expense	1,417.50	2,429.00	13,000.00	10,571.00	18.68%
Insurance	3,447.00	115,979.11	140,000.00	24,020.89	82.84%
SOFTWARE	19,705.00	22,682.00	18,750.00	(3,932.00)	120.97%
Employee Recognition	195.30	3,708.08	17,000.00	13,291.92	21.81%
Professional Services	4,737.33	13,294.69	120,000.00	106,705.31	11.08%
Legal Fees	7,536.50	17,799.50	98,700.00	80,900.50	18.03%
Uniforms	-	-	-	-	#DIV/0!
Building Inspections	10.00	1,453.96	75,000.00	73,546.04	1.94%
Gift Expenses	-	2,500.00	-	(2,500.00)	#DIV/0!
Office Equipment	1,789.90	4,116.42	55,250.00	51,133.58	7.45%
	116,008.39	342,788.30	1,652,886.00	1,310,097.70	20.74%

POLICE

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
SALARIES	111,373.63	229,936.23	1,341,065.00	1,111,128.77	17.15%
BENEFITS	19,203.01	54,832.78	329,039.00	274,206.22	16.66%
Office Supplies	305.56	730.58	13,000.00	12,269.42	5.62%
Court Operating Supplies	1,016.11	1,883.52	19,950.00	18,066.48	9.44%
Court Prosecutor	2,556.47	5,235.47	36,750.00	31,514.53	14.25%
Court Judge	1,400.00	2,800.00	20,000.00	17,200.00	14.00%
Defendant Counsel	-	-	750.00	750.00	0.00%
Court Translator	204.85	398.16	2,300.00	1,901.84	17.31%
End of Summer Bash Police	-	-	-	-	#DIV/0!
CO Responder Program	-	-	20,000.00	20,000.00	0.00%
Fuel	2,700.56	5,250.59	39,000.00	33,749.41	13.46%
IT	1,058.70	2,090.72	14,800.00	12,709.28	14.13%
Sponsorship	-	-	-	-	#DIV/0!
Community Policing	-	-	5,000.00	5,000.00	0.00%
Consulting	-	-	-	-	#DIV/0!
Operating Supplies	4,854.09	11,407.26	70,000.00	58,592.74	16.30%
Communications	1,959.28	4,098.58	88,717.00	84,618.42	4.62%
Automotive Services	1,789.39	3,070.83	40,000.00	36,929.17	7.68%
Jail Services	-	75.66	600.00	524.34	12.61%
Lexipol	-	10,138.40	10,140.00	1.60	99.98%
EFORCE E-Ticketing	264.60	30,331.86	30,067.00	(264.86)	100.88%
Training	2,499.00	4,881.30	18,500.00	13,618.70	26.39%
Uniforms	805.01	3,371.44	10,500.00	7,128.56	32.11%
County Dispatch Fees	-	72,100.25	-	(72,100.25)	#DIV/0!
Animal Shelter	-	-	2,500.00	2,500.00	0.00%
Gift Expenses	-	1,250.85	1,500.00	249.15	83.39%
Office Equipment	2,109.56	4,081.04	10,150.00	6,068.96	40.21%
Equipment Acquisition	38,419.61	41,947.50	108,000.00	66,052.50	38.84%
Court Equipment	39.00	39.00	1,500.00	1,461.00	2.60%
Firearms / Range	4,680.98	5,230.98	6,200.00	969.02	84.37%
Taser / Axon	-	24,811.40	30,751.00	5,939.60	80.68%
	197,239.41	519,994.40	2,270,779.00	1,750,784.60	22.90%

CEMETERY

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
SALARIES	10,053.51	19,491.86	160,902.00	141,410.14	12.11%
BENEFITS	2,345.87	6,274.58	32,784.00	26,509.42	19.14%
Fuel	290.96	589.19	5,000.00	4,410.81	11.78%
Operating Supplies	1,943.07	3,549.41	30,000.00	26,450.59	11.83%
Training	-	-	625.00	625.00	0.00%
SOFTWARE	-	-	4,120.00	4,120.00	0.00%
Professional Services	-	-	5,000.00	5,000.00	0.00%
Uniforms	-	233.97	750.00	516.03	31.20%
Utilities	487.83	987.40	11,000.00	10,012.60	8.98%
Repairs & Maintenance	-	89.69	12,000.00	11,910.31	0.75%
Equipment Maintenance	2,649.91	2,649.91	7,000.00	4,350.09	37.86%
Forestry & Nursery	5,900.00	5,900.00	17,500.00	11,600.00	33.71%
Equipment Acquisition	1,169.32	19,443.05	30,000.00	10,556.95	64.81%
Cemetery Improvements	166.00	292.25	101,500.00	101,207.75	0.29%
	25,006.47	59,501.31	418,181.00	358,679.69	14.23%

PARKS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
SALARIES	10,230.15	21,860.60	194,683.00	172,822.40	11.23%
BENEFITS	2,709.09	7,433.56	33,197.00	25,763.44	22.39%
Fuel	234.40	845.33	13,000.00	12,154.67	6.50%
Operating Supplies	5,572.81	22,175.35	80,880.00	58,704.65	27.42%
Training	972.00	972.00	500.00	(472.00)	194.40%
SOFTWARE	-	-	300.00	300.00	0.00%
Professional Services	1,444.50	4,493.25	25,000.00	20,506.75	17.97%
Uniforms	-	358.93	2,250.00	1,891.07	15.95%
Utilities	2,829.70	5,572.67	29,000.00	23,427.33	19.22%
Repairs & Maintenance	1,631.15	1,631.15	10,300.00	8,668.85	15.84%
Equipment Maintenance	4,497.69	4,648.10	30,000.00	25,351.90	15.49%
Forestry & Nursery	5,700.00	5,700.00	22,000.00	16,300.00	25.91%
Trails	-	-	-	-	#DIV/0!
Equipment Acquisition	-	27,420.00	214,500.00	187,080.00	12.78%
Park Development	-	-	408,000.00	408,000.00	0.00%
	35,821.49	103,110.94	1,063,610.00	960,499.06	9.69%

BUILDING

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Operating Supplies	1,984.41	3,410.71	16,000.00	12,589.29	21.32%
Custodial Services	2,521.71	5,121.94	30,954.00	25,832.06	16.55%
Utilities	2,129.85	5,917.64	26,000.00	20,082.36	22.76%
Repairs & Maintenance	2,302.28	3,538.21	32,000.00	28,461.79	11.06%
Eaton Historical Society	-	-	20,315.00	20,315.00	0.00%
Acq of Equipment	-	-	-	-	#DIV/0!
Building Improvements/Equipmen	4,658.00	6,900.50	14,000.00	7,099.50	49.29%
	13,596.25	24,889.00	139,269.00	114,380.00	17.87%

MISCELLANEOUS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Treasurers Fees	1,194.09	1,228.59	7,000.00	5,771.41	18%
Miscellaneous Expense	-	-	8,000.00	8,000.00	0%
DDA Downtown Development Autho	4,357.31	7,727.68	-	(7,727.68)	#DIV/0!
Equipment Acquisition	-	-	-	-	#DIV/0!
Economic Development	15,000.00	15,000.00	68,000.00	53,000.00	22%
Transfers to Other Funds	-	-	806,698.00	806,698.00	0%
	20,551.40	23,956.27	889,698.00	865,741.73	3%

PLANNING AND DEVELOPMENT

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
Planner	6,301.50	9,397.75	78,750.00	69,352.25	12%
Professional Services	6,259.75	12,453.50	15,750.00	3,296.50	79%
Legal Fees	-	-	14,700.00	14,700.00	0%
Engineering	6,579.00	14,704.38	34,650.00	19,945.62	42%
Capital Projects	-	-	-	-	#DIV/0!
	19,140.25	36,555.63	143,850.00	107,294.37	25%
	427,363.66	1,110,795.85	6,578,273.00	5,467,477.15	17%
	75,225.43	(318,534.81)	(843,685.00)		

LIBRARY

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Property Taxes	2,773.63	2,773.63	2,520,307.00	2,517,533.37	0.11%
Art Special Projects	-	-	-	-	#DIV/0!
Library Fines	-	-	500.00	500.00	0.00%
Gifts & Memorials	-	-	500.00	500.00	0.00%
Interest Income	17,535.52	30,516.11	8,000.00	(22,516.11)	381.45%
Grant Proceeds	-	-	10,000.00	10,000.00	0.00%
TOTAL REVENUE	20,309.15	33,289.74	2,539,307.00	2,506,017.26	1.31%
EXPENDITURES					
SALARIES	49,211.61	104,981.51	742,341.00	637,359.49	14.14%
BENEFITS	12,063.59	32,266.15	202,918.00	170,651.85	15.90%
Transfers Out - General Fund A	-	-	79,618.00	79,618.00	0.00%
Tuition Reimbursement	-	-	20,000.00	20,000.00	0.00%
Fuel	-	32.97	3,000.00	2,967.03	1.10%
IT	1,972.78	3,061.00	49,000.00	45,939.00	6.25%
Community Engagement	146.99	1,086.49	22,000.00	20,913.51	4.94%
Emergencies	-	-	-	-	#DIV/0!
Operating Supplies	734.41	2,319.78	22,400.00	20,080.22	10.36%
Public Relations	540.91	843.41	15,000.00	14,156.59	5.62%
Postage	-	-	-	-	#DIV/0!
Communications	42.76	85.12	5,000.00	4,914.88	1.70%
Mileage Reimbursements	-	162.77	1,000.00	837.23	16.28%
Training/ travel/ meetings	565.39	2,000.88	36,500.00	34,499.12	5.48%
Insurance	-	11,615.57	22,000.00	10,384.43	52.80%
Contract Services	7,755.35	14,569.22	170,200.00	155,630.78	8.56%
Utilities	929.52	2,814.58	23,000.00	20,185.42	12.24%
Repairs & Maintenance	1,884.92	4,568.52	58,000.00	53,431.48	7.88%
Media	2,782.24	5,700.43	28,000.00	22,299.57	20.36%
Art Expense Special Projects	-	-	-	-	#DIV/0!
Print	1,731.60	3,721.34	54,000.00	50,278.66	6.89%
Reference	-	-	-	-	#DIV/0!
Periodicals	179.00	221.00	5,000.00	4,779.00	4.42%
Gift Expenses	146.34	171.34	5,000.00	4,828.66	3.43%
Makers Space	408.26	1,459.96	30,000.00	28,540.04	4.87%
Library Programs	5,284.05	12,838.63	50,000.00	37,161.37	25.68%
Summer Reading	-	-	20,000.00	20,000.00	0.00%
1000 books before Kindergarten	625.03	625.03	8,000.00	7,374.97	7.81%
Acq of Equipment	1,953.84	1,953.84	55,500.00	53,546.16	3.52%
Capital Projects	128,847.25	129,569.56	1,668,000.00	1,538,430.44	7.77%
TOTAL EXPENDITURES	217,805.84	336,669.10	3,395,477.00	3,058,807.90	9.92%
NET SURPLUS (DEFICIT)	(197,496.69)	(303,379.36)	(856,170.00)		

STREETS

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Highway Users Tax	15,144.45	30,833.40	190,725.00	159,891.60	16.17%
County Road & Bridge	-	-	36,000.00	36,000.00	0.00%
Sales Tax	63,846.41	148,231.92	806,698.00	658,466.08	18.38%
B & "D" Tax	1,456.73	2,944.38	20,000.00	17,055.62	14.72%
Sales Tax Streets	92.36	92.36	1,044,270.00	1,044,177.64	0.01%
Motor Vehicle Fees	1,990.39	3,777.27	21,000.00	17,222.73	17.99%
Right of Way Permits	150.00	465.00	3,000.00	2,535.00	15.50%
Miscellaneous	-	-	50,162.00	50,162.00	0.00%
Mineral & Severance Taxes	-	-	-	-	#DIV/0!
Interest Income	9,786.38	17,005.43	11,000.00	(6,005.43)	154.59%
Grant Proceeds	12,756.35	12,756.35	2,805,000.00	2,792,243.65	0.45%
TOTAL REVENUE	105,223.07	216,106.11	4,987,855.00	4,771,748.89	4.33%
EXPENDITURES					
SALARIES	12,884.13	25,893.18	155,439.00	129,545.82	16.66%
BENEFITS	2,504.14	6,362.73	44,403.00	38,040.27	14.33%
Fuel	790.62	2,005.62	9,450.00	7,444.38	21.22%
Pavement Data Collection	-	-	-	-	#DIV/0!
Roundabout	205.00	887.50	-	(887.50)	#DIV/0!
IT	1,005.20	1,978.03	400.00	(1,578.03)	494.51%
Sales Tax Initiative	-	-	-	-	#DIV/0!
Office Supplies	-	120.70	200.00	79.30	60.35%
Operating Supplies	5,411.32	10,007.77	45,000.00	34,992.23	22.24%
Training	-	-	500.00	500.00	0.00%
Insurance	-	5,949.81	10,634.00	4,684.19	55.95%
SOFTWARE	-	-	-	-	#DIV/0!
Professional Services	1,031.82	4,958.31	89,450.00	84,491.69	5.54%
Snow Removal - Private Con	-	-	3,000.00	3,000.00	0.00%
Engineering	-	-	-	-	#DIV/0!
Engineering Services	4,789.00	5,734.75	45,000.00	39,265.25	12.74%
Uniforms	-	145.99	1,000.00	854.01	14.60%
Utilities	148.00	173.12	1,000.00	826.88	17.31%
Street Lighting	12,570.78	23,594.32	170,000.00	146,405.68	13.88%
Repairs & Maintenance	708.11	787.88	20,000.00	19,212.12	3.94%
Equipment Maintenance	1,172.92	2,362.77	35,000.00	32,637.23	6.75%
Signs	2,754.08	2,754.08	25,000.00	22,245.92	11.02%
Surface Maint - Patching	1,803.85	2,439.18	150,000.00	147,560.82	1.63%
Equipment Acquisition	-	50,855.00	89,000.00	38,145.00	57.14%
Street Scape 1st Street Projec	24,893.60	102,475.55	3,500,000.00	3,397,524.45	2.93%
Street Capital Improvements	22,921.00	26,959.53	2,139,255.00	2,112,295.47	1.26%
Sidewalk Construction	1,923.18	5,816.11	30,000.00	24,183.89	19.39%
Storm Sewer Construction	-	-	30,000.00	30,000.00	0.00%
TOTAL EXPENDITURES	97,516.75	282,261.93	6,593,731.00	6,311,469.07	4.28%
NET SURPLUS (DEFICIT)	7,706.32	(66,155.82)	(1,605,876.00)		

WATER

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Water Service Fees	163,993.73	359,795.47	3,063,080.00	2,703,284.53	11.75%
Water Tap Fees	13,494.00	13,494.00	34,316.00	20,822.00	39.32%
Back Flow Permit Fee	75.00	75.00	-	(75.00)	#DIV/0!
Miscellaneous Revenue	25.00	50.00	400.00	350.00	12.50%
Interest Revenue	10,107.37	19,472.62	1,000.00	(18,472.62)	1947.26%
Grants	-	-	731,000.00	731,000.00	0.00%
TOTAL REVENUE	187,695.10	392,887.09	3,829,796.00	3,436,908.91	10.26%
EXPENDITURES					
SALARIES	12,084.44	23,411.12	156,095.00	132,683.88	15%
BENEFITS	2,895.94	7,637.32	39,176.00	31,538.68	19%
Fuel	173.08	452.67	5,100.00	4,647.33	9%
IT	1,182.59	2,327.08	10,242.00	7,914.92	23%
NWCWD Plant Investments	-	-	353,000.00	353,000.00	0%
Water bank purchases	-	-	-	-	#DIV/0!
Office Supplies	-	120.70	4,200.00	4,079.30	3%
Operating Supplies	935.00	2,779.29	97,000.00	94,220.71	3%
Miscellaneous Expense	-	-	1,700.00	1,700.00	0%
Training	-	100.00	1,500.00	1,400.00	7%
Insurance	-	17,130.69	25,194.00	8,063.31	68%
SOFTWARE	-	-	-	-	#DIV/0!
Professional Services	10,223.71	15,662.43	210,120.00	194,457.57	7%
Engineering Services	342.75	786.25	14,000.00	13,213.75	6%
Backflow Prevention Inspection	-	760.00	5,000.00	4,240.00	15%
Uniforms	-	246.95	750.00	503.05	33%
Utilities	1,221.01	3,094.63	18,000.00	14,905.37	17%
Repairs & Maintenance	290.58	300.64	30,000.00	29,699.36	1%
Equipment Maintenance	-	47.11	-	(47.11)	#DIV/0!
Water Assessments	37,350.00	37,350.00	100,000.00	62,650.00	37%
Escrow Expense	-	-	-	-	#DIV/0!
NISP Expenses	-	887,250.00	887,250.00	-	100%
WATER AUTHORITY	-	-	-	-	#DIV/0!
Water Rental Expense	-	-	-	-	#DIV/0!
NWCWD Purchases	55,827.92	105,241.79	1,244,872.00	1,139,630.21	8%
Scada System	-	-	1,600.00	1,600.00	0%
Water Plant	-	-	10,000.00	10,000.00	0%
Equipment	1,304.38	1,304.38	77,000.00	75,695.62	2%
Capital Projects	4,647.50	4,647.50	2,069,232.00	2,064,584.50	0%
Transfers Out - Administration	-	-	160,740.00	160,740.00	0%
TOTAL EXPENDITURES	128,478.90	1,110,650.55	5,521,771.00	4,411,120.45	20%
NET SURPLUS (DEFICIT)	59,216.20	(717,763.46)	(1,691,975.00)		

SEWER

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Sewer Service Fees	77,740.89	155,409.06	1,048,121.00	892,711.94	14.83%
Sewer Tap Fees	3,000.00	3,000.00	6,000.00	3,000.00	50.00%
Miscellaneous Revenue	-	-	3,500.00	3,500.00	0.00%
Interest Revenue	2,185.78	5,694.87	-	(5,694.87)	#DIV/0!
TOTAL REVENUE	82,926.67	164,103.93	1,057,621.00	893,517.07	15.52%
EXPENDITURES					
SALARIES	11,047.30	21,838.69	132,575.00	110,736.31	16%
BENEFITS	2,657.44	6,484.22	36,267.00	29,782.78	18%
Fuel	34.02	76.76	3,000.00	2,923.24	3%
IT	1,182.59	2,327.08	10,246.00	7,918.92	23%
Office Supplies	55.89	176.60	4,100.00	3,923.40	4%
Operating Supplies	5,493.32	5,721.30	40,000.00	34,278.70	14%
NPDES Permit Fees	-	-	5,245.00	5,245.00	0%
Training	-	100.00	1,500.00	1,400.00	7%
Insurance	-	23,427.66	25,000.00	1,572.34	94%
SOFTWARE	-	-	-	-	#DIV/0!
Professional Services	5,691.13	45,079.09	110,120.00	65,040.91	41%
Engineering Services	596.00	596.00	15,000.00	14,404.00	4%
Uniforms	-	223.97	750.00	526.03	30%
Utilities	5,993.46	19,172.19	90,000.00	70,827.81	21%
Repairs & Maintenance	1,050.24	1,271.64	150,000.00	148,728.36	1%
Equipment Maintenance	1,320.61	4,775.68	6,000.00	1,224.32	80%
Loan Interest Expense	-	156,270.50	316,441.00	160,170.50	49%
Scada System	-	-	1,600.00	1,600.00	0%
Equipment Acquisition	-	-	15,000.00	15,000.00	0%
Capital Projects	30,011.58	30,011.58	119,370.00	89,358.42	25%
Transfers Out - Administration	-	-	31,570.00	31,570.00	0%
TOTAL EXPENDITURES	65,133.58	317,552.96	1,113,784.00	796,231.04	29%
NET SURPLUS (DEFICIT)	17,793.09	(153,449.03)	(56,163.00)		

SANITATION

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Trash Collection Fees	53,661.13	107,278.22	631,858.00	524,579.78	16.98%
Miscellaneous Revenue	-	-	-	-	#DIV/0!
TOTAL REVENUE	53,661.13	107,278.22	631,858.00	524,579.78	16.98%
EXPENDITURES					
Office Supplies	359.40	359.40	2,000.00	1,640.60	17.97%
Miscellaneous Expense	-	-	3,000.00	3,000.00	0.00%
Weed Control Supplies	-	-	-	-	#DIV/0!
Insurance	-	1,441.31	1,510.00	68.69	95.45%
Professional Services	1,516.68	2,780.90	26,120.00	23,339.10	10.65%
Fall Clean Up	-	-	-	-	#DIV/0!
Spring Clean Up	-	-	31,000.00	31,000.00	0.00%
Depreciation Expense	-	-	-	-	#DIV/0!
Trash Contractor Payments	45,674.97	91,349.94	538,764.00	447,414.06	16.96%
Capital Projects	-	-	-	-	#DIV/0!
Transfers Out - Administration	-	-	24,096.00	24,096.00	0.00%
TOTAL EXPENDITURES	47,551.05	95,931.55	626,490.00	530,558.45	15.31%
NET SURPLUS (DEFICIT)	6,110.08	11,346.67	5,368.00		

IRRIGATION

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Irrigation Water Fees	15,510.56	30,997.92	202,400.00	171,402.08	15.32%
Irrigation Tap Fees	-	-	-	-	#DIV/0!
Miscellaneous Revenue	-	-	-	-	#DIV/0!
Interest Revenue	-	-	-	-	#DIV/0!
TOTAL REVENUE	15,510.56	30,997.92	202,400.00	171,402.08	15.32%
EXPENDITURES					
Office Supplies	-	-	820.00	820.00	0.00%
Maintenance Technician	657.76	657.76	8,100.00	7,442.24	8.12%
Operating Supplies	194.93	194.93	1,080.00	885.07	18.05%
Miscellaneous Expense	-	-	-	-	#DIV/0!
Insurance	-	1,347.55	1,151.00	(196.55)	117.08%
Professional Services	11,249.32	16,871.54	87,590.00	70,718.46	19.26%
Utilities	(892.76)	(2,328.85)	28,000.00	30,328.85	-8.32%
Repairs & Maintenance	-	-	10,000.00	10,000.00	0.00%
Depreciation Expense	-	-	-	-	#DIV/0!
Scada System	-	-	1,600.00	1,600.00	0.00%
Capital Projects	-	-	-	-	#DIV/0!
TOTAL EXPENDITURES	11,209.25	16,742.93	138,341.00	121,598.07	12.10%
NET SURPLUS (DEFICIT)	4,301.31	14,254.99	64,059.00		

SPECIAL REVENUE

ACCOUNT TITLE	PERIOD	YEAR TO DATE	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE					
Use Tax	14,425.92	16,663.89	50,000.00	33,336.11	33.33%
Police Impact Fees	131.00	131.00	688.00	557.00	19.04%
Municipal & Equipment Fees	740.00	740.00	2,220.00	1,480.00	33.33%
Community Park Fees	254.00	254.00	762.00	508.00	33.33%
Neighborhood Park Fees	575.00	575.00	1,725.00	1,150.00	33.33%
Transfers From Other Funds	-	-	-	-	#DIV/0!
TOTAL REVENUE	16,125.92	18,363.89	55,395.00	37,031.11	33.15%
EXPENDITURES					
Use Tax Expenses	-	-	60,000.00	60,000.00	0.00%
Police Fee Expenses	-	-	10,000.00	10,000.00	0.00%
Muni/Equip Expenses	-	-	10,000.00	10,000.00	0.00%
Community Park Expenses	-	-	5,000.00	5,000.00	0.00%
Neighborhood Park Expenses	-	-	2,000.00	2,000.00	0.00%
TOTAL EXPENDITURES	-	-	87,000.00	87,000.00	0.00%
NET SURPLUS (DEFICIT)	16,125.92	18,363.89	(31,605.00)		

2/29/2024

EATON HOUSING AUTHORITY

ACCOUNT TITLE	EHA YTD	SHO	COMBINED	BUDGET	BUDGET VARIANCE	PERCENT USED
REVENUE						
Tenant Rents	-	50,786.00	50,786.00	245,942.00	195,156.00	20.65%
HUD Subsidies	44,396.00		44,396.00	258,631.00	214,235.00	17.17%
Laundry & Other	150.87	737.00	887.87	800.00	(87.87)	110.98%
Interest Revenue	443.76		443.76	800.00	356.24	55.47%
TOTAL REVENUE	44,990.63	51,523.00	96,513.63	506,173.00	409,659.37	19.07%
EXPENDITURES						
SALARIES	12,450.00	7,374.68	19,824.68	136,900.00	117,075.32	14.48%
Maintenance Salaries		6,457.72	6,457.72		(6,457.72)	#DIV/0!
BENEFITS	2,391.85	1,506.38	3,898.23	56,352.00	52,453.77	6.92%
Fuel	-		-	1,419.00	1,419.00	0.00%
IT	-	896.23	896.23	4,400.00	3,503.77	20.37%
Maintenance Supplies	-	601.66	601.66	700.00	98.34	85.95%
Maintenance Contract Service	-	4,008.42	4,008.42	5,695.00	1,686.58	70.38%
Snow Removal	-	7,950.00	7,950.00	8,000.00	50.00	99.38%
Grounds Maintenance	-		-	5,200.00	5,200.00	0.00%
Capital Projects	-		-	-	-	#DIV/0!
Miscellaneous Operating Expens	-		-	-	-	#DIV/0!
Electricity	-	14,143.94	14,143.94	40,208.00	26,064.06	35.18%
Water	-	1,424.58	1,424.58	19,139.00	17,714.42	7.44%
Sewer	-	3,556.30	3,556.30	22,783.00	19,226.70	15.61%
Accounting Technician	-		-	-	-	#DIV/0!
Gas	-	8,070.30	8,070.30	36,711.00	28,640.70	21.98%
Trash Removal	-	986.32	986.32	3,712.00	2,725.68	26.57%
Communications	-	852.24	852.24	5,729.00	4,876.76	14.88%
Management Fees	-	2,837.76	2,837.76	34,798.00	31,960.24	8.15%
Office Supplies	-	121.00	121.00	1,000.00	879.00	12.10%
SHO Fees	-	259.42	259.42	7,416.00	7,156.58	3.50%
Consulting Fees	-		-	19,776.00	19,776.00	0.00%
Training	-		-	2,322.00	2,322.00	0.00%

Accounting	-	840.00	840.00	5,040.00	4,200.00	16.67%
Professional Services	45.00	2,420.00	2,465.00	21,000.00	18,535.00	11.74%
Office Equipment	-		-	1,092.00	1,092.00	0.00%
Workers Comp Insurance	-		-	-	-	#DIV/0!
Miscellaneous Admin Expenses	-	2,162.86	2,162.86	15,967.00	13,804.14	13.55%
Property & Liability Insurance	16,920.58		16,920.58	17,000.00	79.42	99.53%
Fidelity Bond Insurance	-		-	-	-	#DIV/0!
Mortgage Interest Expense	-		-	-	-	#DIV/0!
Depreciation Expense	-		-	-	-	#DIV/0!
Automotive Services	-		-	-	-	#DIV/0!
Mileage Reimbursements	-		-	-	-	#DIV/0!
Repairs & Maintenance	-		-	18,000.00	18,000.00	0.00%
Capital Equipment	-		-	10,918.00	10,918.00	0.00%
TOTAL EXPENDITURES	31,807.43	66,469.81	98,277.24	501,277.00	402,999.76	19.61%
NET SURPLUS (DEFICIT)	13,183.20	(14,946.81)	(1,763.61)	4,896.00		

FROM: Bradley A Curtis, PE, CPM, LEED AP
EPS Group | Northern Engineering
Town Engineer Consultant

SUBJECT: UTILITY EASEMENTS TO SUPPORT ALLO HUB [ACTION REQUEST]

DATE: April 9, 2024

MEETING DATE: April 18, 2024

BACKGROUND:
In 2023, the Town of Eaton coordinated an executed agreement with Allo ("Tenant") for the lease of approximately 2,600 square feet at the Park located at 5th Avenue and Elm Avenue.

Tenant shall use the Premises for a data bunker, which is a building for utilities, computers and a generator using electricity, but without any temporary or permanent occupancy.

Additionally, Tenant shall have the exclusive right to use the Premises, except for use of public rights-of-way, including but not limited to public sidewalks, which use shall be nonexclusive. The Tenant shall also have the right to install and maintain conduit, fiber optic lines, and related facilities (which shall include, but not be limited to, any utilities, *e.g.*, electricity, natural gas, or any similar utilities that be reasonably required to operate the fiber facilities (collectively, **Fiber Facilities**) so as to allow Tenant to utilize its data bunker situated on the Premises.

The Fiber Facilities shall be located in existing utility easements to the extent possible, but in any event within fifteen (15) feet of the boundary of the Premises in easements that are nonexclusive. Based on the Tenant's facilities and existing utilities, it was determined additional easements were required to be secured.

As part of said agreement, the Tenant had prepared the applicable easements to support the Xcel and Atmos service lines to support their data bunker.

ACTION REQUESTED:
We recommend approval to authorize the Town Administrator, Town Attorney, and Town Engineer to finalize the easement agreements and exhibits and record with Weld County Clerk and Recorder.

OPTIONAL ACTION REQUIRED:
Deny the request in its entirety.

Approve with conditions.

ATTACHMENTS:

DRAFT Agreement with Exhibit (Electric)

DRAFT Agreement with Exhibit (Gas)

Site Plan Exhibit

NON-EXCLUSIVE TEMPORARY EASEMENT
(ELECTRIC LINE)

The Town of Eaton, a statutory municipality of the County of Weld, State of Colorado ("Grantor"), for an in consideration of the sum of TEN DOLLARS ($10.00), and other valuable consideration, in hand paid by ALLO Asset Entity 1, LLC, a Delaware limited liability company ("Grantee"), the receipt of which is hereby acknowledged, has given and granted and by these presents does hereby give and grant unto the said Grantee, its heirs, successors and assigns, a NON-EXCLUSIVE TEMPORARY EASEMENT on, along, under and across the following described premises, to-wit:

See attached Exhibit A.

EASEMENT PURPOSE
The sole purpose of the above-described easement is for the placement, construction, use and maintenance of a five-foot (5') electric line and associated underground appurtenances.

TERMINATION
This NON-EXCLUSIVE TEMPORARY EASEMENT shall terminate when the Ground Lease Agreement, attached hereto and incorporated herein by reference as Exhibit B, terminates.

Signed this _____day of _____, 2024.

GRANTOR

_____
Scott E. Moser, Mayor
Town of Eaton

ACKNOWLEDGMENT

STATE OF COLORADO)
) ss.
COUNTY OF WELD)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024 by Scott E. Moser, Mayor, Town of Eaton .

My Commission expires _____.

Witness my hand and official seal.

_____
Notary Public

EXHIBIT A
Property Description and Easement Depiction

ELECTRIC EASEMENT DESCRIPTION
SHEET 1 OF 2

A PARCEL OF LAND BEING A PORTION OF LOTS 2 AND 3, BLOCK 3, MAP OF THE TOWN OF EATON RECORDED AT RECEPTION NO. 33390 IN THE RECORDS OF THE WELD COUNTY CLERK AND RECORDER'S OFFICE, SITUATED IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 3 OF SAID MAP OF THE TOWN OF EATON;

THENCE SOUTH 19°25'40" EAST, A DISTANCE OF 51.69 FEET TO THE **POINT OF BEGINNING**;

THENCE NORTH 87°35'19" EAST, A DISTANCE OF 61.52 FEET TO A POINT ON THE EAST LINE OF SAID LOT 2;
THENCE SOUTH 16°54'53" EAST, ALONG THE EAST LINES OF SAID LOTS 2 AND 3, A DISTANCE OF 5.16 FEET;

THENCE SOUTH 87°35'19" WEST, A DISTANCE OF 62.81 FEET;

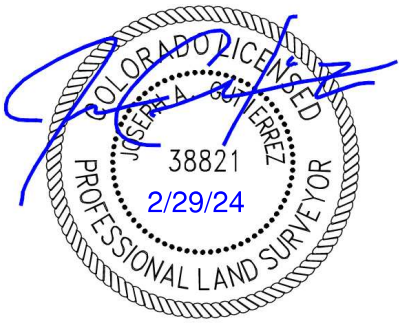
THENCE NORTH 02°24'41" WEST, A DISTANCE OF 5.00 FEET TO THE **POINT OF BEGINNING**.

SAID PARCEL CONTAINS 311 SQUARE FEET, MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED ON THE WEST LINE OF LOTS 1 THROUGH 4, BLOCK 3, MAP OF THE TOWN OF EATON AS SHOWN ON THE MAP RECORDED AT RECEPTION NO. 33390 IN THE RECORDS OF THE WELD COUNTY CLERK AND RECORDER'S OFFICE MONUMENTED AT EITHER END BY A #5 REBAR WITH YELLOW PLASTIC CAP STAMPED "PLS 38821" FLUSH WITH THE SURFACE ASSUMED TO BEAR SOUTH 00°25'11" EAST.

PREPARED BY: JOSEPH A. GUTIERREZ
PLS 38821

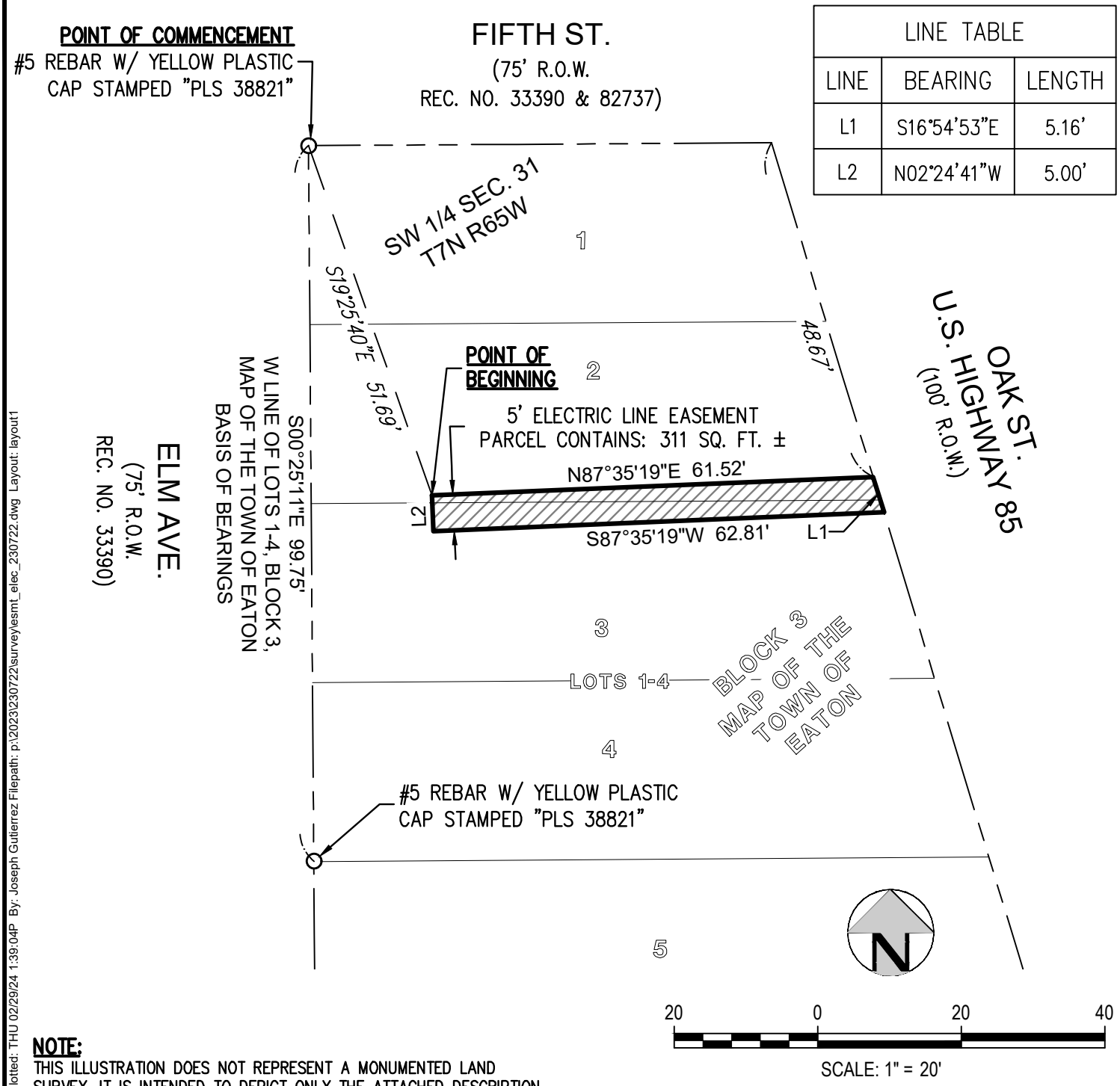
ON BEHALF OF: HARRIS KOCHER SMITH
1120 LINCOLN STREET, SUITE 1000
DENVER, CO 80203



ILLUSTRATION

SITUATED IN THE SOUTHWEST 1/4 OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE 6TH P.M., TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO

LINE TABLE		
LINE	BEARING	LENGTH
L1	S16°54'53"E	5.16'
L2	N02°24'41"W	5.00'



NOTE:
THIS ILLUSTRATION DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT ONLY THE ATTACHED DESCRIPTION.

Plotted: THU 02/29/24 1:39:04P By: Joseph Gutierrez Filepath: p:\2023\230722\survey\esmt_elec_230722.dwg Layout: layout1

HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
P: 303.623.6300 F: 303.623.6311
HarrisKocherSmith.com

ELECTRIC EASEMENT

OLD TOWER PARK

ILLUSTRATION

PROJECT #: 230722
CHECKED BY: JAG
DRAWN BY: JAG
SHEET NUMBER
2

NON-EXCLUSIVE TEMPORARY EASEMENT
(GAS LINE)

The Town of Eaton, a statutory municipality of the County of Weld, State of Colorado ("Grantor"), for an in consideration of the sum of TEN DOLLARS ($10.00), and other valuable consideration, in hand paid by ALLO Asset Entity 1, LLC, a Delaware limited liability company ("Grantee"), the receipt of which is hereby acknowledged, has given and granted and by these presents does hereby give and grant unto the said Grantee, its heirs, successors and assigns, a NON-EXCLUSIVE TEMPORARY EASEMENT on, along, under and across the following described premises, to-wit:

See attached Exhibit A.

EASEMENT PURPOSE
The sole purpose of the above-described easement is for the placement, construction, use and maintenance of a five-foot (5') gas line and associated underground appurtenances.

TERMINATION
This NON-EXCLUSIVE TEMPORARY EASEMENT shall terminate when the Ground Lease Agreement, attached hereto and incorporated herein by reference as Exhibit B, terminates.

Signed this _____day of _____, 2024.

GRANTOR

_____
Scott E. Moser, Mayor
Town of Eaton

ACKNOWLEDGMENT

STATE OF COLORADO)
) ss.
COUNTY OF WELD)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024 by Scott E. Moser, Mayor, Town of Eaton .

My Commission expires _____.

Witness my hand and official seal.

_____
Notary Public

EXHIBIT A
Property Description and Easement Depiction

GAS EASEMENT DESCRIPTION
SHEET 1 OF 2

A PARCEL OF LAND BEING A PORTION OF LOTS 2 AND 3, BLOCK 3, MAP OF THE TOWN OF EATON RECORDED AT RECEPTION NO. 33390 IN THE RECORDS OF THE WELD COUNTY CLERK AND RECORDER'S OFFICE, SITUATED IN THE SOUTHWEST QUARTER OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE SIXTH PRINCIPAL MERIDIAN, TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, BLOCK 3 OF SAID MAP OF THE TOWN OF EATON;

THENCE SOUTH 23°17'22" EAST, A DISTANCE OF 45.72 FEET TO THE **POINT OF BEGINNING**;

THENCE NORTH 87°11'35" EAST, A DISTANCE OF 8.83 FEET;

THENCE SOUTH 71°50'04" EAST, A DISTANCE OF 46.14 FEET;

THENCE SOUTH 58°30'09" EAST A DISTANCE OF 15.71 FEET TO A POINT ON THE EAST LINE OF SAID LOT 3;

THENCE SOUTH 16°54'53" EAST, ALONG SAID EAST LINE, A DISTANCE OF 7.53 FEET;

THENCE NORTH 58°30'09" WEST, A DISTANCE OF 20.76 FEET;

THENCE NORTH 71°50'04" WEST, A DISTANCE OF 44.63 FEET;

THENCE SOUTH 87°11'35" WEST, A DISTANCE OF 7.90 FEET;

THENCE NORTH 02°48'25" WEST, A DISTANCE OF 5.00 FEET TO THE **POINT OF BEGINNING**.

SAID PARCEL CONTAINS 360 SQUARE FEET, MORE OR LESS.

BASIS OF BEARINGS: BEARINGS ARE BASED ON THE WEST LINE OF LOTS 1 THROUGH 4, BLOCK 3, MAP OF THE TOWN OF EATON AS SHOWN ON THE MAP RECORDED AT RECEPTION NO. 33390 IN THE RECORDS OF THE WELD COUNTY CLERK AND RECORDER'S OFFICE MONUMENTED AT EITHER END BY A #5 REBAR WITH YELLOW PLASTIC CAP STAMPED "PLS 38821" FLUSH WITH THE SURFACE ASSUMED TO BEAR SOUTH 00°25'11" EAST.

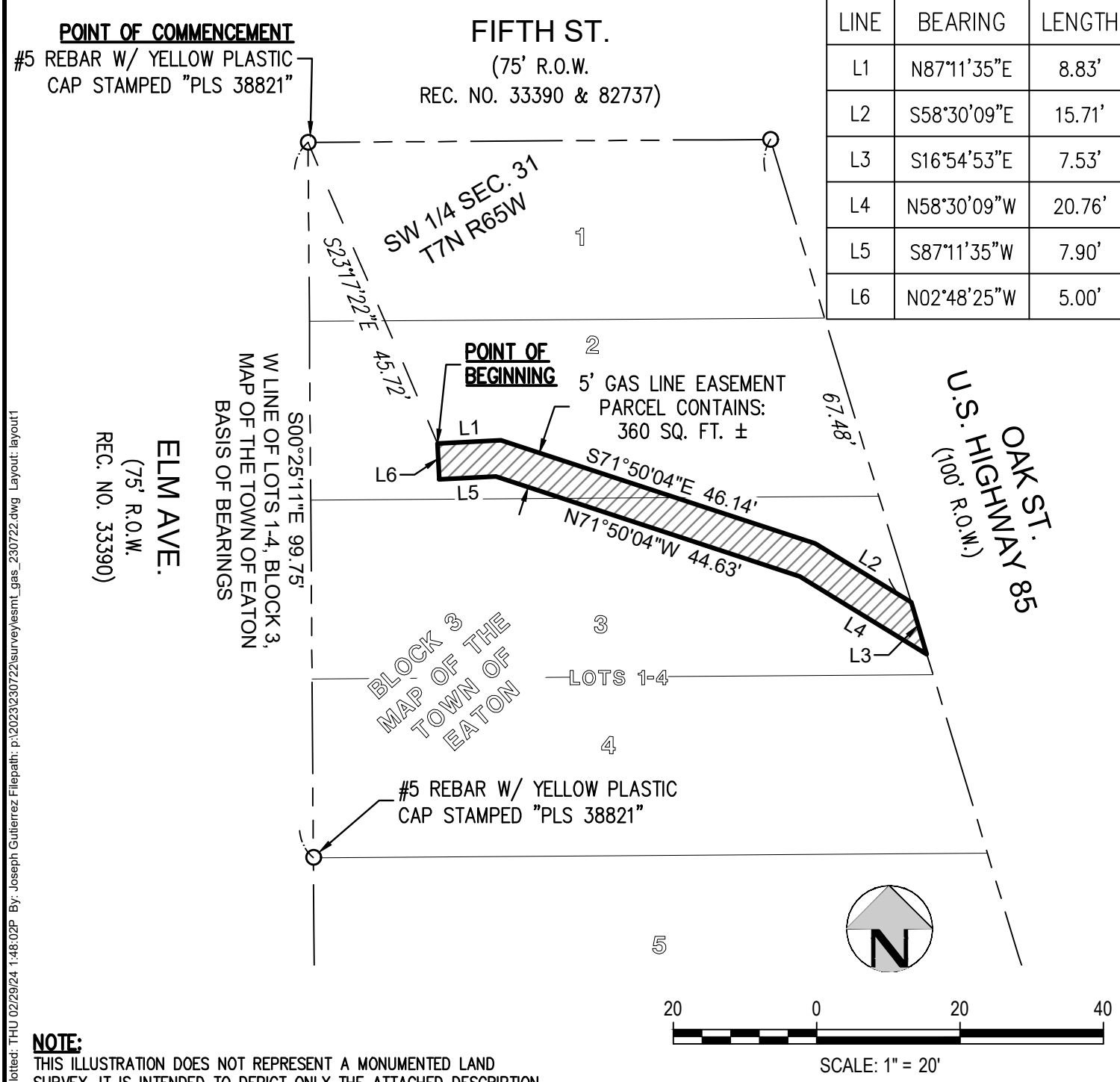
PREPARED BY: JOSEPH A. GUTIERREZ
PLS 38821

ON BEHALF OF: HARRIS KOCHER SMITH
1120 LINCOLN STREET, SUITE 1000
DENVER, CO 80203

ILLUSTRATION

SITUATED IN THE SOUTHWEST 1/4 OF SECTION 31, TOWNSHIP 7 NORTH, RANGE 65 WEST OF THE 6TH P.M., TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO

LINE TABLE		
LINE	BEARING	LENGTH
L1	N87°11'35"E	8.83'
L2	S58°30'09"E	15.71'
L3	S16°54'53"E	7.53'
L4	N58°30'09"W	20.76'
L5	S87°11'35"W	7.90'
L6	N02°48'25"W	5.00'



NOTE:
THIS ILLUSTRATION DOES NOT REPRESENT A MONUMENTED LAND SURVEY. IT IS INTENDED TO DEPICT ONLY THE ATTACHED DESCRIPTION.

Plotted: THU 02/29/24 1:48:02P By: Joseph Gutierrez Filepath: p:\2023\230722\survey\esmt_gas_230722.dwg Layout: layout1

HARRIS KOCHER SMITH
1120 Lincoln Street, Suite 1000
Denver, Colorado 80203
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HarrisKocherSmith.com

GAS EASEMENT

OLD TOWER PARK

ILLUSTRATION

PROJECT #: 230722
CHECKED BY: JAG
DRAWN BY: JAG
SHEET NUMBER
2
2 OF 2

PERMIT #
RWP20230710A

ALL BOULDERS ON DESIGN ARE COLORADO BUFF BOULDERS

"Erosion Control To Consist Of Material Such As, Western Fiber Rice - Straw Tan Natural Wattle, To Be Placed Along Curbing In Disturbed Areas."

0' 10' 20' 40' FEET

SCALE: 1" = 40'

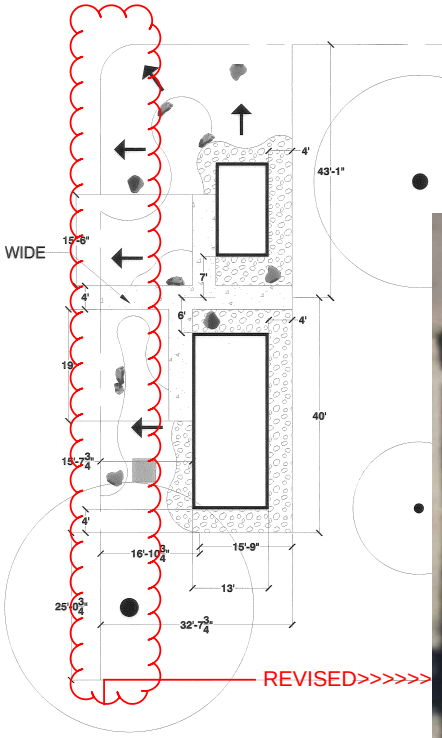
DO NOT use wire mesh

Must meet Greeley/CDOT/ADA regulations

MATERIAL LEGEND

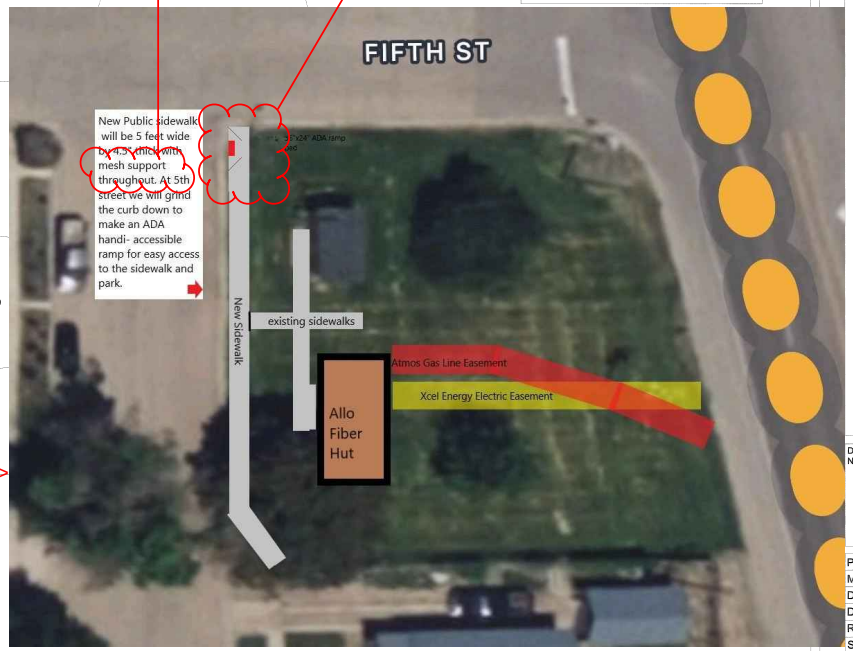
- 1 1/2" Local River Rock
- 3/8" Pea Gravel
- 2"-4" Hyland Cobble
- Concrete
- Drainage

ALL CONCRETE SIDEWALKS TO BE 4' WIDE



-This work will not require any road closures or redirecting of traffic in any fashion. Contractor will have proper signage of construction work being underway, and workers in the area, a barrier in place at the end of each section of the new sidewalk to ensure no one steps onto the construction site during work hours, or into the wet concrete following the pour. Contractor will have traffic cones along the side of the curb to ensure drivers are aware of construction work in the area. All workers on site will have hi vis gear on to assist with safety in high traffic areas.

REVISED>>>>>>>



APPROXIMATE LANDSCAPE AREA IS 2170 SQ FEET

ALL TERRAIN

COPYRIGHT - THIS DOCUMENT, TOGETHER WITH THE CONCEPTS AND DESIGNS PRESENTED HEREIN, AS AN INSTRUMENT OF SERVICE, IS INTENDED ONLY FOR THE SPECIFIC PURPOSE AND CLIENT FOR WHICH IT WAS PREPARED. REUSE OF AN IMPROPER USE WITHOUT WRITTEN CONSENT OF ALL TERRAIN LANDSCAPING IS PROHIBITED. ANY REVISION OR ADAPTATION TO ALL TERRAIN LANDSCAPING SHALL BE WITHOUT LIABILITY TO ALL TERRAIN LANDSCAPING. INQUIRIES SHOULD BE MADE TO WWW.ATPSLANDSCAPING.COM

North

811 Know what's below. Call before you dig.

ALLO COMMUNICATIONS

5th Street & Elm Avenue, Eaton, CO 80615

DRAWING NAME

PROJECT NUMBER -	-
MILESTONE -	CONCEPT
DATE PRINTED -	-
DRAWING BY -	JE
REVISION DATE -	02/17/2023
SHEET NO. -	

Sheet 2 of 2

TOWN OF EATON PROCLAMATION
RECOGNIZING AND HONORING
KARLA WINTER-BRISENDINE

WHEREAS, Karla has served as a member of the Board of Trustees ("Town Board") of the Town of Eaton ("Town") since April 28, 2016; and

WHEREAS, Karla completed two full terms in the office of Town Trustee on April 18, 2024; and

WHEREAS, Karla has provided invaluable service to the Town Board, Town Staff, and the Community as a whole; and

WHEREAS, Karla, in addition to service as Town Trustee, has served on the Planning Commission Board as a Planning Commissioner from April 2000 to April 2016 and as of May 2016 to April 2024 served in the leadership role of Town Representative and Chairperson; and

WHEREAS, Karla has consistently pursued the enhancement of the Town, both personally and professionally, as evidence by her roles with civic and charitable organizations; and

WHEREAS, The Town Board wishes to recognize and thank Karla Winter-Brisendine for her many contributions to the Town of Eaton.

NOW, THEREFORE, BE IT PROCLAIMED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EATON, COLORADO THAT: I, Scott E. Moser, as Mayor, do hereby:

1. Express gratitude to Karla for her service on the Town Board, her sound advice, inquisitive nature and valued counsel over the last eight years and her twenty-four years of contributions to the Planning Commission Board and to the Town of Eaton.

2. Wish Karla continued success in all her endeavors and express hope for her continued health, happiness, and prosperity.

IN WITNESS WHEREOF, I have here unto set my hand and caused to be affixed the official seal of the Town of Eaton, this 18th day of April, 2024.

ATTEST:

_____
Scott E. Moser, Mayor

_____
Margaret Jane Winter, Town Clerk

THE TOWN OF EATON

INCORPORATED 1892

COLORADO

TOWN OF EATON)
STATE OF COLORADO) SS:
COUNTY OF WELD)

OATH OF OFFICE

I, Scott E. Moser, do solemnly swear that I will support the Constitution of the United States, the Constitution and Laws of the State of Colorado and the Ordinances of the Town of Eaton. I will faithfully perform the duties of the office as the Mayor, to the best of my abilities, upon which I am about to enter for a four-year term.

Signature: _____

Term Expires: April, 2028.

Subscribed and sworn to before me this 18th day of April, 2024.

_____
Margaret Jane Winter, Town Clerk

THE TOWN OF EATON

INCORPORATED 1892

COLORADO

TOWN OF EATON)

STATE OF COLORADO) SS:

COUNTY OF WELD)

OATH OF OFFICE

I, Liz Heid, do solemnly swear that I will support the Constitution of the United States, the Constitution and Laws of the State of Colorado and the Ordinances of the Town of Eaton. I will faithfully perform the duties of the office as a Trustee, to the best of my abilities, upon which I am about to enter for a four-year term.

Signature: _____

Term Expires: April, 2028

Subscribed and sworn to before me this 18th day of April, 2024.

_____

Margaret Jane Winter, Town Clerk

THE TOWN OF EATON

INCORPORATED 1892

COLORADO

TOWN OF EATON)

STATE OF COLORADO) SS:

COUNTY OF WELD)

OATH OF OFFICE

I, Nina Lewis, do solemnly swear that I will support the Constitution of the United States, the Constitution and Laws of the State of Colorado and the Ordinances of the Town of Eaton. I will faithfully perform the duties of the office as a Trustee, to the best of my abilities, upon which I am about to enter for a four-year term.

Signature: _____

Term Expires: April, 2028

Subscribed and sworn to before me this 18th day of April, 2024.

_____

Margaret Jane Winter, Town Clerk

THE TOWN OF EATON

INCORPORATED 1892

COLORADO

TOWN OF EATON)

STATE OF COLORADO) SS:

COUNTY OF WELD)

OATH OF OFFICE

I, Laura Bulzomi, do solemnly swear that I will support the Constitution of the United States, the Constitution and Laws of the State of Colorado and the Ordinances of the Town of Eaton. I will faithfully perform the duties of the office as a Trustee, to the best of my abilities, upon which I am about to enter for a four-year term.

Signature: _____

Term Expires: April, 2028

Subscribed and sworn to before me this 18th day of April, 2024.

_____

Margaret Jane Winter, Town Clerk

Eaton Town Board

Agenda Item

TO:	**Board Of Trustees**
FROM:	**Jane Winter, Town Clerk**
DATE of MEETING:	**April 18, 2024**
TITLE/SUBJECT:	**Liquor License Hearing/Can't Dance Bar, LLC**

DESCRIPTION

Applicant & Title: Shannon V. Mericle, Co-Owner and Brett C. Mericle, Co-Owner
Business Address: 212 First Street, Eaton, CO 80615
Purpose: To obtain a Tavern License (City).

SUMMARY

Shannon and Brett Mericle are the owners of the building at 212 First Street. Their intentions are to open a bar and do business as Can't Dance Bar with a Tavern Liquor License that allows them to sell malt, vinous and spiritous liquor by the drink on the premise. The business will also feature two golf simulators and a game room.

KEY POINTS

- Applicants submitted the application on 3/18/24
- Fingerprinting/background checks were conducted and approved
- Posted public hearing at premise on 4/8/24, following state guidelines
- Published public hearing in The Herald-Voice on 4/11/24 and Town website 4/8/24
- Petitions Circulated: 3/20/24 through 4/5/24
    - 52 Total Residential Addresses; 33 Favor and 0 Oppose and 19 Rejected
    - 15 Total Business Addresses; 10 Favor and 0 Oppose and 5 Rejected
- Inspection of proposed premise will be mid to late May/early June 2024

RECOMMENDATION

Approve the liquor license, based on all requirements being met and their character, record and reputation are above satisfactory to hold the license for which they have applied.

BOT ACTION

I move to **approve** the Tavern (City) Liquor License for Can't Dance Bar, LLC.

I move to **deny** the Tavern (City) Liquor License for Can't Dance Bar, LLC for the reason of _____,

I move to **postpone** a decision at this time for the reason of _____ and continue the Public Hearing on _____, for the Tavern (City) Liquor License for Can't Dance Bar, LLC.

DR 8404 (07/07/23)
COLORADO DEPARTMENT OF REVENUE
Liquor Enforcement Division
(303) 205-2300

Colorado Liquor Retail License Application

*** Note that the Division will not accept cash** ☐ Paid by check ☐ Paid online **Uploaded to Movelt on** Date

☐ New License ☒ New-Concurrent ☐ Transfer of Ownership ☐ State Property Only ☐ Master file

- **All answers must be printed in black ink or typewritten**
- **Applicant must check the appropriate box(es)**
- **Applicant should obtain a copy of the Colorado Liquor, Beer and Wine Code:** SBG.Colorado.gov/Liquor

1. Applicant is applying as a/an ☐ Individual ☒ Limited Liability Company ☐ Association or Other ☐ Corporation ☐ Partnership (includes Limited Liability and Husband and Wife Partnerships)

2. Applicant If an LLC, name of LLC: if partnership, at least 2 partner's names; if corporation, name of corporation: B & SM, LLC — FEIN Number:

2a. Trade Name of Establishment (DBA): Can't Dance Bar, LLC — State Sales Tax Number: — Business Telephone: 307-421-3542

3. Address of Premises (specify exact location of premises, include suite/unit numbers): 212 1st Street

City: Eaton — County: Weld — State: CO — ZIP Code: 80615

4. Mailing Address (Number and Street): 125 7th St — City or Town: Eaton — State: CO — ZIP Code: 80615

5. Email Address: svmericle@outlook.com

6. If the premises currently has a liquor or beer license, you **must** answer the following questions

Present Trade Name of Establishment (DBA): Can't Dance Bar, LLC — Present State License Number: — Present Class of License: — Present Expiration Date:

Section A — **Nonrefundable Application Fees***

- ☐ Application Fee for New License $1,100.00
- ☒ Application Fee for New License w/Concurrent Review $1,200.00
- ☐ Application Fee for Transfer $1,100.00

Section B — **Liquor License Fees***

- ☐ Add Optional Premises to H & R ..... $100.00 X _____ Total _____
- ☐ Add Related Facility to Resort Complex $75.00 X _____ Total _____
- ☐ Add Sidewalk Service Area $75.00
- ☐ Arts License (City) $308.75
- ☐ Arts License (County) $308.75
- ☐ Beer and Wine License (City) $351.25
- ☐ Beer and Wine License (County) $436.25
- ☐ Brew Pub License (City) $750.00
- ☐ Brew Pub License (County) $750.00
- ☐ Campus Liquor Complex (City) $500.00
- ☐ Campus Liquor Complex (County) $500.00
- ☐ Campus Liquor Complex (State) $500.00
- ☐ Club License (City) $308.75
- ☐ Club License (County) $308.75
- ☐ Distillery Pub License (City) $750.00
- ☐ Distillery Pub License (County) $750.00
- ☐ Hotel and Restaurant License (City) $500.00
- ☐ Hotel and Restaurant License (County) $500.00
- ☐ Hotel and Restaurant License w/one opt premises (City) $600.00
- ☐ Hotel and Restaurant License w/one opt premises (County) $600.00
- ☐ Liquor–Licensed Drugstore (City) $227.50

Section B (Cont.) — **Liquor License Fees***

- ☐ Liquor–Licensed Drugstore (County) $312.50
- ☐ Lodging & Entertainment - L&E (City) $500.00
- ☐ Lodging & Entertainment - L&E (County) $500.00
- ☐ Manager Registration - H & R $30.00
- ☐ Manager Registration - Tavern $30.00
- ☐ Manager Registration - Lodging & Entertainment $30.00
- ☐ Manager Registration - Campus Liquor Complex $30.00
- ☐ Optional Premises License (City) $500.00
- ☐ Optional Premises License (County) $500.00
- ☐ Racetrack License (City) $500.00
- ☐ Racetrack License (County) $500.00
- ☐ Resort Complex License (City) $500.00
- ☐ Resort Complex License (County) $500.00
- ☐ Related Facility - Campus Liquor Complex (City) $160.00
- ☐ Related Facility - Campus Liquor Complex (County) $160.00
- ☐ Related Facility - Campus Liquor Complex (State) $160.00
- ☐ Retail Gaming Tavern License (City) $500.00
- ☐ Retail Gaming Tavern License (County) $500.00
- ☐ Retail Liquor Store License–Additional (City) $227.50
- ☐ Retail Liquor Store License–Additional (County) $312.50
- ☐ Retail Liquor Store (City) $227.50
- ☐ Retail Liquor Store (County) $312.50
- ☒ Tavern License (City) $500.00
- ☐ Tavern License (County) $500.00
- ☐ Vintners Restaurant License (City) $750.00
- ☐ Vintners Restaurant License (County) $750.00

Questions? Visit: SBG.Colorado.gov/Liquor **for more information**

Do not write in this space - For Department of Revenue use only

Liability Information

License Account Number	Liability Date	License Issued Through (Expiration Date)	Total
			$

Application Documents Checklist and Worksheet

Instructions: This checklist should be utilized to assist applicants with filing all required documents for licensure. **All** documents must be properly signed and correspond with the name of the applicant exactly. **All** documents must be typed or legibly printed. Upon final State approval the license will be mailed to the local licensing authority. Application fees are nonrefundable. **Questions? Visit:** SBG.Colorado.gov/Liquor **for more information**

Items submitted, please check all appropriate boxes completed or documents submitted

I. Applicant information

- [x] A. Applicant/Licensee identified
- [x] B. State sales tax license number listed or applied for at time of application PAPERWORK APPLIED 3/18/24 WILL TAKE 24 HRS
- [x] C. License type or other transaction identified
- [x] D. Return originals to local authority (additional items may be required by the local licensing authority)
- [x] E. All sections of the application need to be completed
- N/A [ ] F. Master file applicants must include the Application for Master File form DR 8415 and applicable fees to this Retail License Application

II. Diagram of the premises

- [x] A. No larger than 8½" X 11" ~~QUESTION~~
- [x] B. Dimensions included (does not have to be to scale). Exterior areas should show type of control (fences, walls, entry/exit points, etc.)
- [x] C. Separate diagram for each floor (if multiple levels)
- N/A [ ] D. Kitchen - identified if Hotel and Restaurant
- [x] E. Bold/Outlined Licensed Premises

III. Proof of property possession (One Year Needed)

- [x] A. Deed in name of the applicant (or) (matching question #2) date stamped / filed with County Clerk
- [ ] B. Lease in the name of the applicant (or) (matching question #2)
- [ ] C. Lease assignment in the name of the applicant with proper consent from the landlord and acceptance by the applicant
- [ ] D. Other agreement if not deed or lease. (matching question #2)

IV. Background information (DR 8404-I) and financial documents

- [x] A. Complete DR 8404-I for each principal (individuals with more than 10% ownership, officers, directors, partners, members)
- [x] B. Fingerprints taken and submitted to the appropriate Local Licensing Authority through an approved State Vendor. Master File applicants submit results to the State using code 25YQHT with IdentoGO.
  Do not complete fingerprint cards prior to submitting your application.
  The Vendors are as follows:
  IdentoGO – https://uenroll.identogo.com/ Phone: 844-539-5539 (toll-free)
  Colorado Fingerprinting – http://www.coloradofingerprinting.com
  Appointment Scheduling Website: http://www.coloradofingerprinting.com/cabs/
  Phone: 720-292-2722 Toll Free: 833-224-2227
  Details about the vendors and fingerprinting in Colorado can be found on CBI's website here:
  https://cbi.colorado.gov/sections/biometric-identification-and-records-unit/employment-and-background-checks
- [ ] C. Purchase agreement, stock transfer agreement, and/or authorization to transfer license
- [ ] D. List of all notes and loans (Copies to also be attached)

V. Sole proprietor/husband and wife partnership (if applicable)

- N/A [ ] A. Form DR 4679
- [ ] B. Copy of State issued Driver's License or Colorado Identification Card for each applicant

VI. Corporate applicant information (if applicable)

- N/A [ ] A. Certificate of Incorporation
- [ ] B. Certificate of Good Standing
- [ ] C. Certificate of Authorization if foreign corporation (out of state applicants only)

VII. Partnership applicant information (if applicable)

- N/A [ ] A. Partnership Agreement (general or limited).
- [ ] B. Certificate of Good Standing

VIII. Limited Liability Company applicant information (if applicable)

- [x] A. Copy of articles of organization
- [x] B. Certificate of Good Standing
- [ ] C. Copy of Operating Agreement (if applicable)
- [ ] D. Certificate of Authority if foreign LLC (out of state applicants only)

IX. Manager registration for Hotel and Restaurant, Tavern, Lodging & Entertainment, and Campus Liquor Complex licenses when included with this application

- [ ] A. $30.00 fee
- [ ] B. If owner is managing, no fee required

Name	Type of License	Account Number

	Yes	No
7. Is the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers under the age of twenty-one years?	☐	☒
8. Has the applicant (including any of the partners if a partnership; members or managers if a limited liability company; or officers, stockholders or directors if a corporation) or managers ever (in Colorado or any other state):		
a. Been denied an alcohol beverage license?	☐	☒
b. Had an alcohol beverage license suspended or revoked?	☐	☒
c. Had interest in another entity that had an alcohol beverage license suspended or revoked?	☐	☒
If you answered yes to 8a, b or c, explain in detail on a separate sheet.		
9. Has a liquor license application (same license class), that was located within 500 feet of the proposed premises, been denied within the preceding two years? If "yes", explain in detail.	☐	☒
10. Are the premises to be licensed within 500 feet, of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary?	☐	☒
or Waiver by local ordinance? Other:	☐	☒
11. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of greater than (>) 10,0000? **NOTE**: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☒
12. Is your Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 3000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of less than (<) 10,0000? **NOTE**: The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☒
13. a. For additional Retail Liquor Store only. Was your Retail Liquor Store License issued on or before January 1, 2016?	☐	☒
b. Are you a Colorado resident?	☐	☐
14. Has a liquor or beer license ever been issued to the applicant (including any of the partners, if a partnership; members or manager if a Limited Liability Company; or officers, stockholders or directors if a corporation)? If yes, identify the name of the business and list any current financial interest in said business including any loans to or from a licensee.	☐	☒
15. Does the applicant, as listed on line 2 of this application, **have legal possession of the premises by ownership**, lease or other arrangement?	☒	☐

☒ Ownership ☐ Lease ☐ Other (Explain in Detail) _____

a. If leased, list name of landlord and tenant, and date of expiration, **exactly** as they appear on the lease:

Landlord	Tenant	Expires

b. Is a percentage of alcohol sales included as compensation to the landlord? If yes, complete question 16.	☐	☒
c. Attach a diagram that designates the area to be licensed in black bold outline (including dimensions) which shows the bars, brewery, walls, partitions, entrances, exits and what each room shall be utilized for in this business. This diagram should be no larger than 8½" X 11".		

16. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies) will loan or give money, inventory, furniture or equipment to or for use in this business; or who will receive money from this business? Attach a separate sheet if necessary. NA

Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage
Last Name	First Name	Date of Birth	FEIN or SSN	Interest/Percentage

Attach copies of all notes and security instruments and any written agreement or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

17. Optional Premises or Hotel and Restaurant Licenses with Optional Premises:
Has a local ordinance or resolution authorizing optional premises been adopted? ☐ ☒

Number of additional Optional Premise areas requested. (See license fee chart) _____

18. For the addition of a Sidewalk Service Area per Regulation 47-302(A)(4), include a diagram of the service area and documentation received from the local governing body authorizing use of the sidewalk. Documentation may include but is not limited to a statement of use, permit, easement, or other legal permissions.

Name	Type of License	Account Number

19. Liquor Licensed Drugstore (LLDS) applicants, answer the following:

a. Is there a pharmacy, licensed by the Colorado Board of Pharmacy, located within the applicant's LLDS premise? ☐ ☒
If "yes" a copy of license must be attached.

20. Club Liquor License applicants answer the following: **Attach a copy of applicable documentation** — Yes / No

a. Is the applicant organization operated solely for a national, social, fraternal, patriotic, political or athletic purpose and not for pecuniary gain? ☐ ☒

b. Is the applicant organization a regularly chartered branch, lodge or chapter of a national organization which is operated solely for the object of a patriotic or fraternal organization or society, but not for pecuniary gain? ☐ ☒

c. How long has the club been incorporated?

d. Has applicant occupied an establishment for three years (three years required) that was operated solely for the reasons stated above? ☐ ☒

21. Brew-Pub, Distillery Pub or Vintner's Restaurant applicants answer the following:

a. Has the applicant received or applied for a Federal Permit? (Copy of permit or application must be attached) ☐ ☒

22. Campus Liquor Complex applicants answer the following:

a. Is the applicant an institution of higher education? ☐ ☒

b. Is the applicant a person who contracts with the institution of higher education to provide food services? ☐ ☒
If "yes" please provide a copy of the contract with the institution of higher education to provide food services.

23. For all on-premises applicants.

a. For all Liquor Licensed Drugstores (LLDS) the Permitted Manager must also submit an Manager Permit Application - DR 8000 and fingerprints.

Last Name of Manager	First Name of Manager

24. Does this manager act as the manager of, or have a financial interest in, any other liquor licensed establishment in the State of Colorado? If yes, provide name, type of license and account number. Yes ☐ No ☒

25. Related Facility - Campus Liquor Complex applicants answer the following:

a. Is the related facility located within the boundaries of the Campus Liquor Complex? ☐ ☒
If yes, please provide a map of the geographical location within the Campus Liquor Complex.
If no, this license type is not available for issues outside the geographical location of the Campus Liquor Complex.

b. Designated Manager for Related Facility- Campus Liquor Complex

Last Name of Manager	First Name of Manager

26. Tax Information.

a. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? Yes ☐ No ☒

b. Has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? ☐ ☒

27. If applicant is a corporation, partnership, association or limited liability company, applicant must list all **Officers, Directors, General Partners, and Managing Members**. In addition, applicant must list any stockholders, partners, or members with **ownership of 10% or more in the applicant. All persons listed below** must also attach form DR 8404-I (Individual History Record), and make an appointment with an approved State Vendor through their website. See application checklist, Section IV, for details.

Name	Home Address, City & State	DOB	Position	%Owned
Shannon V. Mericle	1257 7th St, Eaton, CO		manager	50
Brett C. Mericle	1257 7th St, Eaton, CO		Manager	50

Name	Type of License	Account Number

** If applicant is owned 100% by a parent company, please list the designated principal officer on above.
** Corporations - the President, Vice-President, Secretary and Treasurer must be accounted for above (Include ownership percentage if applicable)
** If total ownership percentage disclosed here does not total 100%, applicant must check this box:

☐ Applicant affirms that no individual other than these disclosed herein owns 10% or more of the applicant and does not have financial interest in a prohibited liquor license pursuant to Article 3 or 5, C.R.S.

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer Code which affect my license.

Authorized Signature	Printed Name and Title	Date
Shanron V. Mericle	Shanron V. Mericle / Manager	3/18/24

Report and Approval of Local Licensing Authority (City/County)

Date application filed with local authority	Date of local authority hearing (for new license applicants; cannot be less than 30 days from date of application)
MARCH 18, 2024	APRIL 18, 2024 (31 DAYS)

For Transfer Applications Only - Is the license being transferred valid? N/A Yes ☐ No ☐

The Local Licensing Authority Hereby Affirms that each person required to file DR 8404-I (Individual History Record) or a DR 8000 (Manager Permit) has been:

☐ Fingerprinted

☐ Subject to background investigation, including NCIC/CCIC check for outstanding warrants

That the local authority has conducted, or intends to conduct, an inspection of the proposed premises to ensure that the applicant is in compliance with and aware of, liquor code provisions affecting their class of license (Check One)

☐ Date of inspection or anticipated date LATE MAY / EARLY JUNE 2024

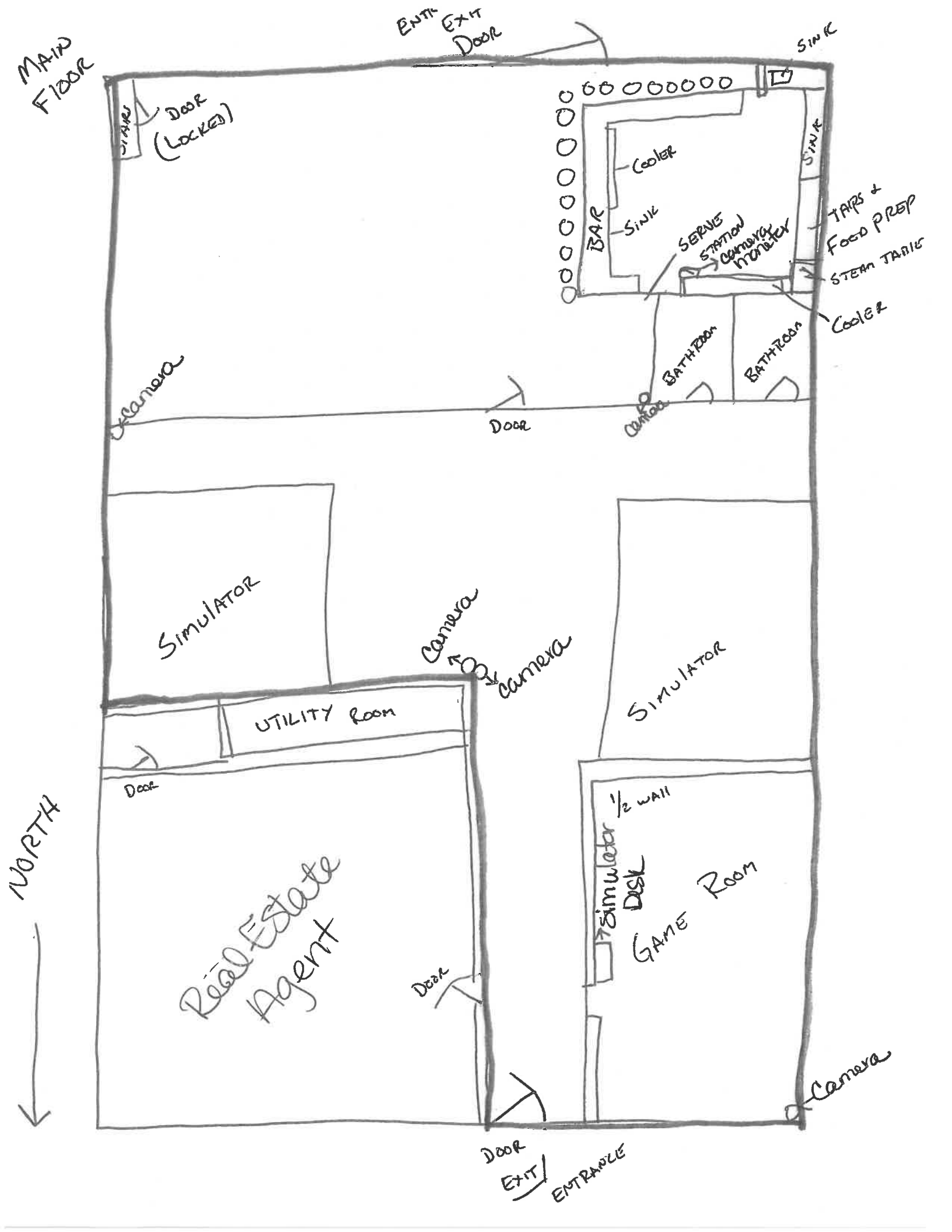
☐ Will conduct inspection upon approval of state licensing authority

	Yes	No
☐ Is the Liquor Licensed Drugstore (LLDS) or Retail Liquor Store (RLS) within 1,500 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of > 10,0000? N/A	☐	☐
☐ Is the Liquor Licensed Drugstore(LLDS) or Retail Liquor Store (RLS) within 3,000 feet of another retail liquor license for off-premises sales in a jurisdiction with a population of < 10,0000? N/A **NOTE:** The distance shall be determined by a radius measurement that begins at the principal doorway of the LLDS/RLS premises for which the application is being made and ends at the principal doorway of the Licensed LLDS/RLS.	☐	☐
☐ Does the Liquor-Licensed Drugstore (LLDS) have at least twenty percent (20%) of the applicant's gross annual income derived from the sale of food, during the prior twelve (12) month period? N/A	☐	☐

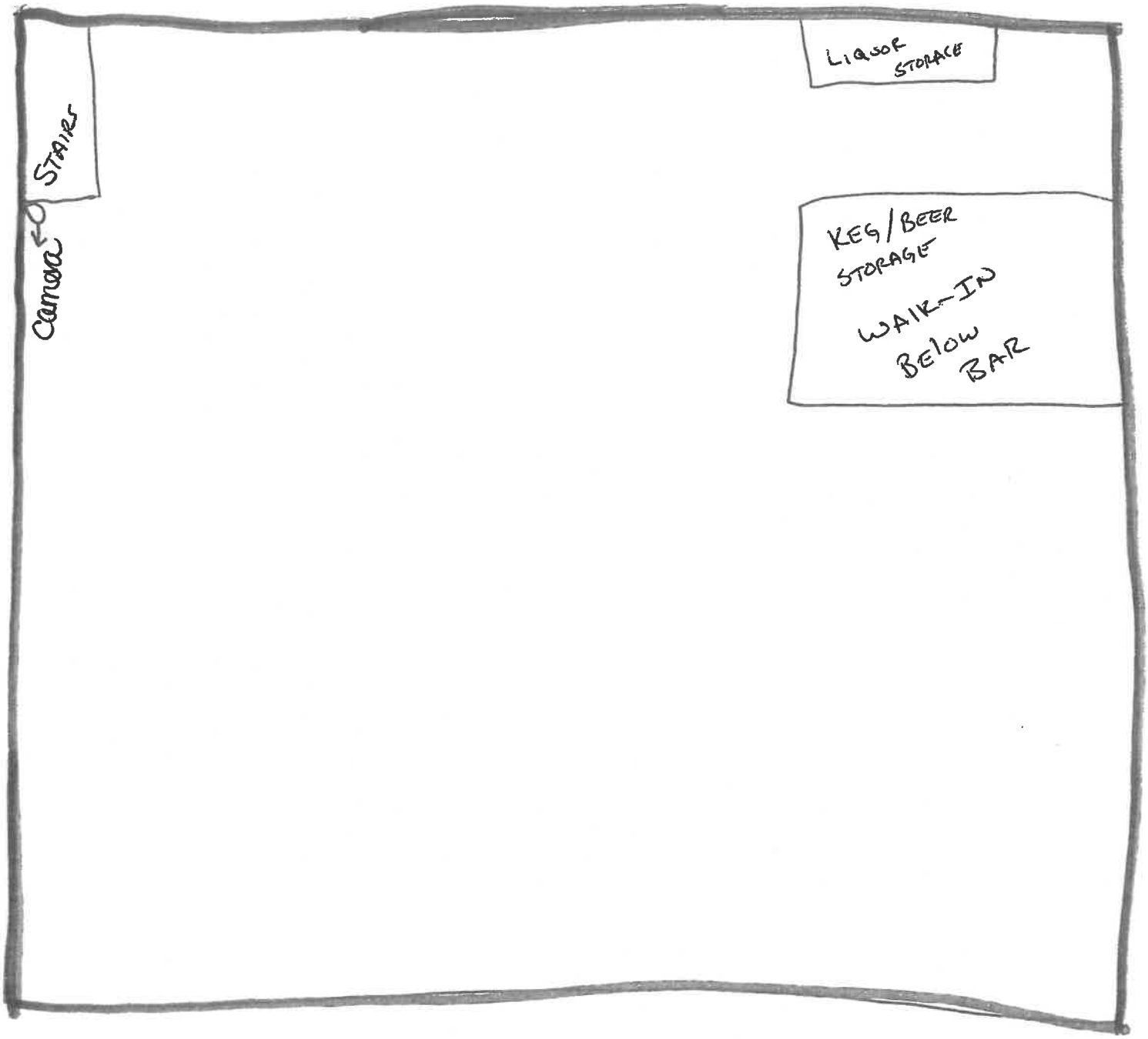
The foregoing application has been examined; and the premises, business to be conducted, and character of the applicant are satisfactory. We do report that such license, if granted, will meet the reasonable requirements of the neighborhood and the desires of the adult inhabitants, and will comply with the provisions of Title 44, Article 4 or 3, C.R.S., and Liquor Rules. **Therefore, this application is approved.**

Local Licensing Authority for	Telephone Number	☐ Town, City ☐ County

Signature	Print	Title	Date
Signature	Print	Title	Date


MAIN FLOOR
ENTR
EXIT
DOOR
SINK
STAIRS
DOOR (LOCKED)
COOLER
SINK
BAR
SINK
SERVE STATION
CAMERA MONITOR
TAPS & FOOD PREP
STEAM TABLE
COOLER
BATHROOM
BATHROOM
CAMERA
DOOR
CAMERA
SIMULATOR
CAMERA
CAMERA
SIMULATOR
UTILITY ROOM
DOOR
NORTH
Real Estate Agent
DOOR
1/2 WALL
simulator DESK
GAME ROOM
CAMERA
DOOR
EXIT
ENTRANCE

BASEMENT


STAIRS
camera
LIQUOR STORAGE
KEG/BEER STORAGE
WALK-IN BELOW BAR

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

B & SM LLC

is a

Limited Liability Company

formed or registered on 08/01/2021 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20211692751 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 03/12/2024 that have been posted, and by documents delivered to this office electronically through 03/18/2024 @ 09:00:13 .

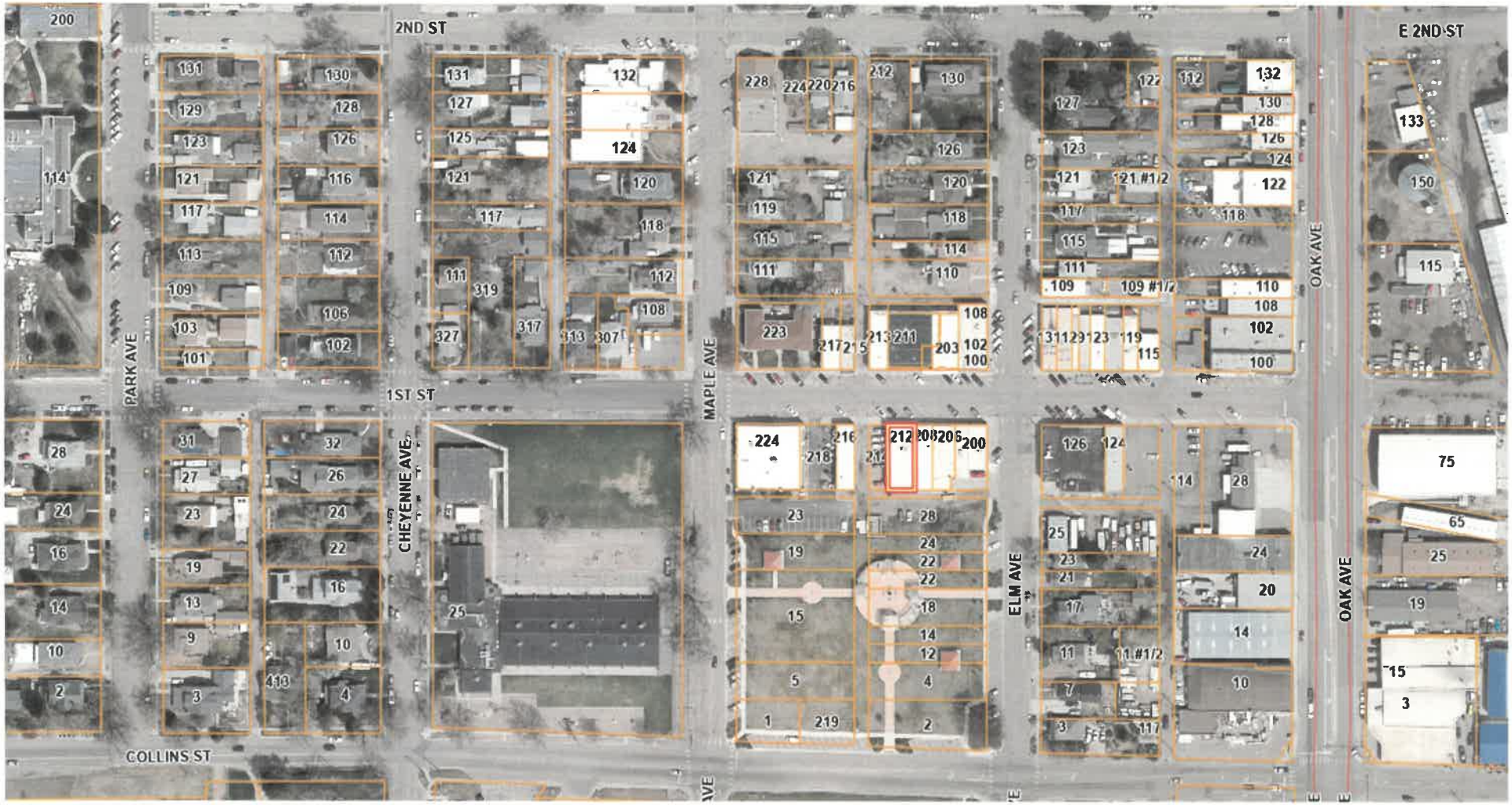
I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 03/18/2024 @ 09:00:13 in accordance with applicable law. This certificate is assigned Confirmation Number 15851783 .

Jena Griswold

Secretary of State of the State of Colorado

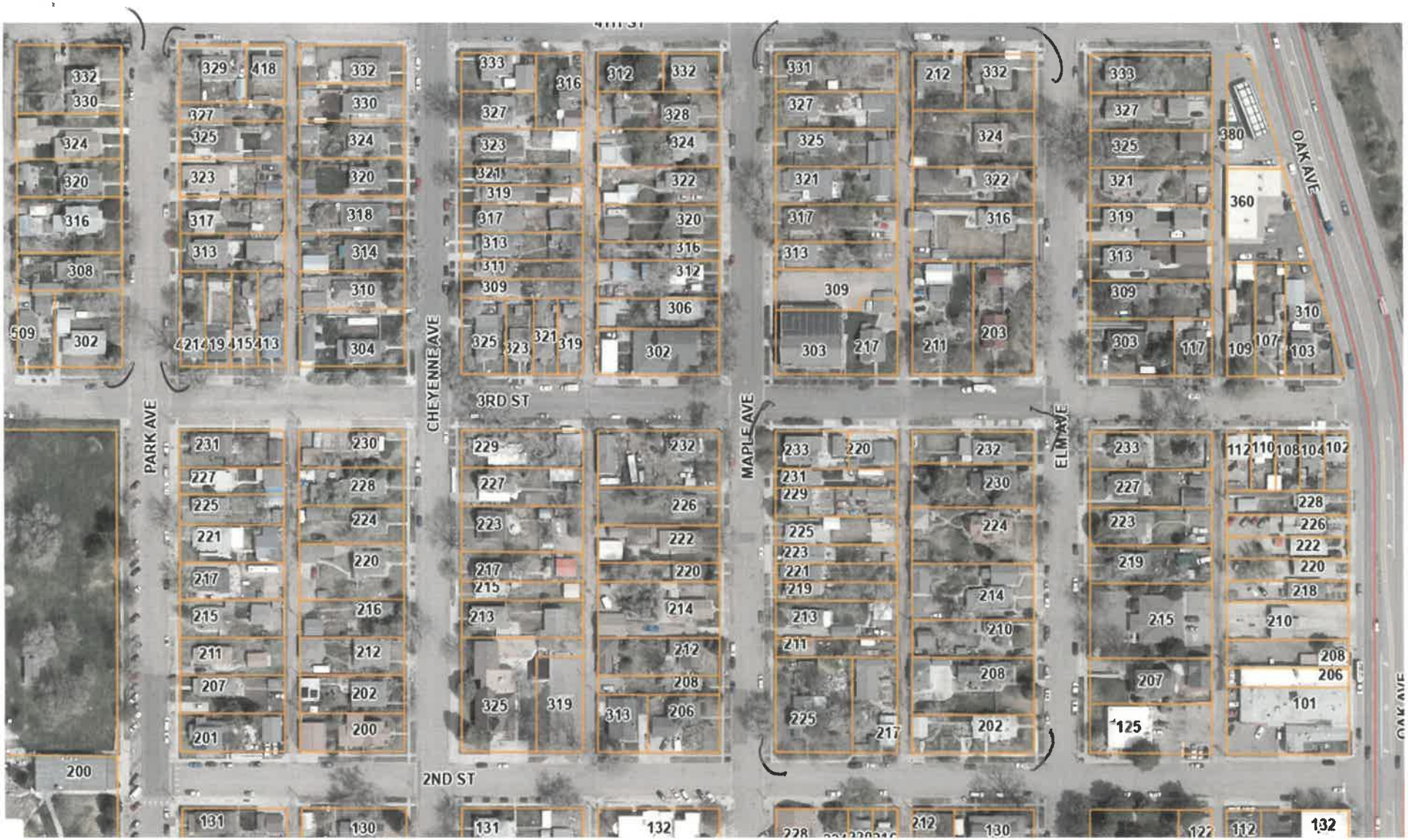
**********End of Certificate**********

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, https://www.coloradosos.gov/biz/CertificateSearchCriteria.do entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, https://www.coloradosos.gov click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



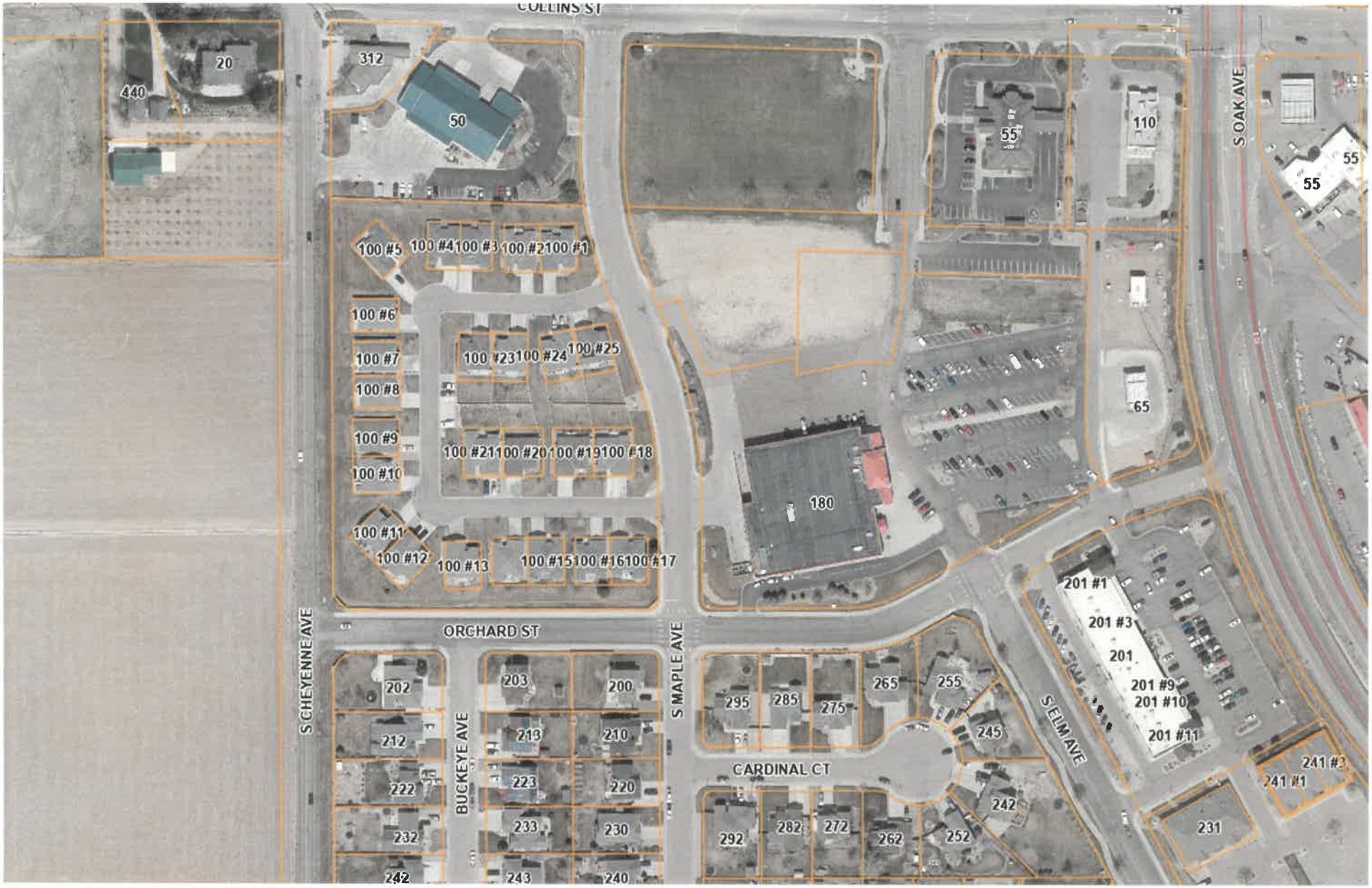
Map 1

Can't Dance Bar, LLC



Map 2

Can't Dance Bar, LLC



Map 3

Can't Dance Bar, LLC

RESIDENTIAL PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

APPLICANT/TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name (first name or first initial and last name). No individual may sign for another individual.

PETITION ISSUE: [*] IF YOU **FAVOR AND SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)** BECAUSE IT IS YOUR OPINION THE REASONABLE REQUIREMENTS OF THE ADULT INHABITANTS OF THE DEFINED NEIGHBORHOOD [SEE MAP] ARE NOT NOW BEING ADEQUATELY SERVED BY EXISTING BUSINESS THAT HOLD THE SAME OR SIMILAR TYPE OF LICENSE NOW DOING BUSINESS IN THE DEFINED NEIGHBORHOOD, AND IT IS YOUR DESIRE THIS **TAVERN LICENSE (CITY)**, BE ISSUED, PLEASE SIGN AND CHECK THE **FAVOR** [*] COLUMN TO **GRANT** THE REQUESTED LICENSE. PLEASE WRITE IN THE REASON YOU SUPPORT THIS LICENSE APPLICANT. [**] IF YOU **OPPOSE AND DO NOT SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)**, PLEASE SIGN AND CHECK THE **OPPOSE**[**] COLUMN, AND PLEASE WRITE IN YOUR REASON WHY YOU **OPPOSE** THIS LICENSE APPLICATION. *This petition/opinion poll is being conducted to determine the reasonable requirements, needs, & desires of the adult inhabitants of the defined neighborhood per C.R.S. 44-4 and /or C.R.S. 44-3, The Colorado Beer and Liquor Codes, and per local licensing authority rules/procedures. If you think you have been unduly influenced by the petition circulator or have questions or comments concerning the proposed application or survey method, please call Jane Winter, Town Clerk, (970) 454-3338.*

RECEIVED
APR 03 2024
By JW

	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
1	Signature: Carson Mericle Printed Name: Carson Mericle	Address: 217 Cheyenne Ave Town: Eaton Co	80	3/31/24	X		we need more Businesess
2	Signature: Julie Walsh Printed Name: Julie Walsh	Address: 472 S. Maple Ave Town: Eaton, CO	54	3/23/24	X		
3	Signature: Kevin Reid Printed Name: Kevin Reid	Address: 227 Cheyenne Town: Eaton, CO	48	3/23/24	X		We need diversity.
4	Signature: Virginia Hall Printed Name:	Address: 323 3rd st Town: Eaton CO	21	03/23/24	X		
5	Signature: Vanessa Gay Printed Name:	Address: 309 Cheyenne Ave Town: Eaton CO	21	3/23/24	X		

RESIDENTS
46 TOTAL
24 FAVOR
0 OPPOSE
17 REQUESTED

4 APPROVE

RESIDENTIAL PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

APPLICANT/TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

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	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
6	Signature: [illegible] Nelson Printed Name: Kimberly Nelson	Address: 323 Cheyenne Ave Town: Eaton CO 80615	58	3/23/24	X		
7	Signature: [illegible] Printed Name: Luke McNelson	Address: 216 Cheyenne Ave Town: Eaton CO 80615	35	3-23-24	X		
8	Signature: [illegible] Printed Name: MIKE KERR	Address: 212 CHEYENNE Town: EATON CO 80615	77	3-23-24	X		
9	Signature: Angie Iverson Printed Name:	Address: 200 Cheyenne Town: Eaton CO 80615	38	3/23/24	X		
10	Signature: [illegible] Haws Printed Name: Denise Haws	Address: 23 Park Ave Town: Eaton, CO	63	3/23/24	X		

5 APPROVE

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please **Sign and Print** your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
11	Signature: [illegible] Printed Name: Cody Grounds	Address: 9 Park Ave. Town: Eaton	30	3-23-24	✓		
12	Signature: Kelly Mill Printed Name: Kelly Mills	Address: 24 Park Ave Town: Eaton	73	3/23/24	✓		
13	Signature: Carolyn Nelson Printed Name: CAROLYN NELSON	Address: 123 Park Ave. Town: Eaton	71	3/23/24	✓		
14	Signature: James McCley Printed Name: James McCley	Address: 120 maple Ave Town: Eaton	68	3/23/24	✓		
15	Signature: [illegible] Printed Name: Scott Quammen	Address: 118 - MAPLE Ave. Town: EATON, CO	66	3/23/24	✓		

e 03 RP 5 ANYONE

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]

PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615

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	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
16	Signature: [illegible]	Address: 26 CHEYENNE AVE	41	3-23-24	✓		
✓	Printed Name: STEPHEN JOHNSTON	Town: EATON					
17	Signature: Norman Jake	Address: 4 Cheyenne Ave	70	3-23-24	✓		
✓	Printed Name: Norman Jake	Town: Eaton					
18	Signature: DeAnn Freed	Address: 319 1st Street	49	3-23-24	✓		
✓	Printed Name: DeAnn Freed	Town: Eaton Co 80615					
19	Signature: Gerardo H	Address: 126 Cheyenne Ave					
X	Printed Name: Gerardo Hernandez	Town: Eaton		3/23	✓		
20	Signature: Candis C. Martin	Address: 206 Maple					
X	Printed Name: CANDIS C. MARTIN	Town:	72	3/23	✓		

3 ALLOWED

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]

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PETITION ISSUE: [*] IF YOU FAVOR AND SUPPORT THIS APPLICATION FOR A TAVERN LICENSE (CITY) BECAUSE IT IS YOUR OPINION THE REASONABLE REQUIREMENTS OF THE ADULT INHABITANTS OF THE DEFINED NEIGHBORHOOD [SEE MAP] ARE NOT NOW BEING ADEQUATELY SERVED BY EXISTING BUSINESS THAT HOLD THE SAME OR SIMILAR TYPE OF LICENSE NOW DOING BUSINESS IN THE DEFINED NEIGHBORHOOD, AND IT IS YOUR DESIRE THIS TAVERN LICENSE (CITY), BE ISSUED, PLEASE SIGN AND CHECK THE FAVOR [*] COLUMN TO GRANT THE REQUESTED LICENSE. PLEASE WRITE IN THE REASON YOU SUPPORT THIS LICENSE APPLICANT. [**] IF YOU OPPOSE AND DO NOT SUPPORT THIS APPLICATION FOR A TAVERN LICENSE (CITY), PLEASE SIGN AND CHECK THE OPPOSE[**] COLUMN, AND PLEASE WRITE IN YOUR REASON WHY YOU OPPOSE THIS LICENSE APPLICATION. *This petition/opinion poll is being conducted to determine the reasonable requirements, needs, & desires of the adult inhabitants of the defined neighborhood per C.R.S. 44-4 and /or C.R.S. 44-3, The Colorado Beer and Liquor Codes, and per local licensing authority rules/procedures. If you think you have been unduly influenced by the petition circulator or have questions or comments concerning the proposed application or survey method, please call Jane Winter, Town Clerk, (970) 454-3338.*

	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
21 ✓	Signature: [illegible] Printed Name:	Address: 212 Maple Ave Town: Eaton	86	3/23/24	✓		
22 X	Signature: [illegible] Printed Name: R Scott Schlothauer	Address: 229 Maple Ave Town:	60	3-23-24	✓		
23 X	Signature: [illegible] Printed Name: Catherine V. Grose	Address: 226 Maple Ave, Town:	70	3-23-24	✓		
24 X	Signature: [illegible] Printed Name: Michael Yancey	Address: 232 Maple Ave Town:	52	3/23	✓		
25 ✓	Signature: Mike Williams Printed Name: Mike Williams	Address: 312 Maple Ave Town: Eaton Colo 80615	67	3/23	✓		

Page 05 RP

2 - APPROVE

REJECT

3 - NO TOWN

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
26 ✓	Signature: Sandra Gann Printed Name: Sandra Gann	Address: 320 Maple Ave Town: Eaton	72	3-23-24	X		
27 ✓	Signature: Javier E Yslas Printed Name: JAVIER E. YSLAS	Address: 324 MAPLE AVE Town: Eaton, Colo	67	3-23-24	X		
28 ✓	Signature: Kevin L. Anderson Printed Name: Kevin L. Anderson	Address: 402 Maple Ave Town: Eaton Colo.	52	3-23-24	X		
29 ✗	Signature: [illegible] Printed Name: Chayla Hutchinson	Address: 540 ~~[illegible]~~ Cheyenne ave Town: Eaton CO 80615	30	3/23/24	X		
30 ✓	Signature: [illegible] Printed Name: Nathan Hutchinson	Address: 408 Maple ave Town: Eaton CO 80615	37	3/23/24	X		

4 = APPROVE PROJECT
1 = OUT OF BOUNDARY

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please **Sign and Print** your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
31	Signature: Sheri McCaskill Printed Name: Sheri McCaskill	Address: 407 Maple Ave Town: Eaton, 80615	43	3/23/24	X		Sounds Awesome!
32	Signature: Mana Feser Printed Name: Mana Feser	Address: 1035 5th St Town: Eaton CO 80615	33	3/23/24	X		
33	Signature: Paul Hewitt Printed Name: Paul Hewitt	Address: 130 Juniper Ave Town: Eaton, CO 80615	34	3/23/24	X		
34	Signature: [illegible] Printed Name: Benjamin A Mosher Jr	Address: 202 BUCKEYE AVE Town: EATON, CO 80615	36	3/24/24	X		
35	Signature: Alicia Fields Printed Name: Alicia Fields	Address: 312 Buckeye Ave Town: Eaton, CO 80615	41	3/24/24	X		

2 = APPROVE

THE LICENSING AUTHORITY OF EATON, COLORADO

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please **Sign and Print** your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
36	Signature: Diana Garcia X Printed Name: DIANA GARCIA	Address: 331 Buckeye Ave Town: Eaton Colo 80615	69	3/24/24	X		
37	Signature: Lauren Wilson X Printed Name: LAUREN WILSON	Address: 342 Buckeye Ave Town: EATON CO 80615	38	3/24/24	X		WE THINK IT WOULD BE A FUN ADDITION TO THE COMMUNITY.
38	Signature: Susan Mutzler X Printed Name: ~~Linda Richarz~~	Address: 352 Buckeye Ave Town: Eaton CO	47	3/24/24	X		Good!
39	Signature: Linda Richarz X Printed Name: Linda Richarz	Address: 343 Buckeye Ave Town: Eaton, CO	64	3/24/24	X		Fun!
40	Signature: Samantha Price X Printed Name: Samantha Price	Address: 253 Buckeye Ave. Town: Eaton, CO	30	3/24/24	X		great addition to the community!

4 = ATTORNEY PROJECT
5 = OWNER OF BUSINESS

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
41 ✓	Signature: Gilbert Romero Printed Name: GILBERT ROMERO	Address: 223 BUCKEYE AVE Town: EATON	78	3/24	X		
42 ✓	Signature: Blanca L Prado Printed Name: Blanca L Prado	Address: 213 Buckeye ave Town: Eaton co 80615	45	3/24	X		
43 ✓	Signature: Brittany McGuthrie Printed Name: Brittany McGuthrie	Address: 222 Buckeye Ave Town: EATON, CO 80615	41	3/24	X		
44 X	Signature: Kenneth Parker Printed Name: Samie Parker	Address: 125 Cheyenne Ave Town: Eaton	68	3/24	X		
45 X	Signature: [illegible] Printed Name: Samie Parker	Address: 213 Cheyenne Ave Town:	41	3/24	X		

3= APPROVE REJECT
1= SIGNATURE, PRINTED NAME & N
2= N TOWN

RESIDENTIAL PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]

DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please **Sign and Print** your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
46 ✓	Signature: [illegible] Printed Name: Dostinhester	Address: 7 Elm Ave Town: Eaton	47	4/1	✓		
47	Signature: Printed Name:	Address: Town:					
48	Signature: Printed Name:	Address: Town:					
49	Signature: Printed Name:	Address: Town:					
50	Signature: Printed Name:	Address: Town:					

1 = APPROVE

BUSINESS PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]

DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please Sign and Print your name	Your Title, Business Name, Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
1	Signature: Jeff Nelson Printed Name: Jeff Nelson	Title: Partner Business Name: Nelson Bros. Ent. Business Address: 603 E. Collins St. Town: Eaton Co 80615	62	3/23/24	*		This town needs this.
2	Signature: Julie Denison Printed Name: Julie Denison	Title: Owner Business Name: Maplewood Business Address: 201 S Elm Ave Town: Eaton Co 80615	65	3/24/24	*		
3	Signature: Kimberly Nelson Printed Name: Kimberly Nelson	Title: General Mgr/Sec. Bd of Dir. Business Name: Lauremen + Weld Irrigation Co. Business Address: 106 Elm Avenue Town: Eaton	58	4/5/24	✓		Much needed improvement!
4	Signature: Anna C Trouyo Printed Name:	Title: 129 1st Street Business Name: Monarch Business Address: Town:	36	4/5/24	✓		
5	Signature: Printed Name: Jacob Anderson	Title: Manager Business Name: Eaton Pizza Business Address: 123 1st Town: Eaton	35	4/5 24	✓		BUSINESSES 6 TOTAL 3 TAVERN ~~0~~ OPPOSE 3 REJECT

2 = ABSTAIN REJECT
1 = OUT OF BOUNDS
1 = NOT IN TOWN
1 = SIGNED NO REJECT

BUSINESS PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC — **SITE LOCATION: 212 FIRST STREET, EATON, CO 80615**

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor] — **DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)**

PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

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	Please **Sign and Print** your name	Your Title, Business Name, Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
6	Signature: [signature] Printed Name: TIM HOLM	Title: OWNER Business Name: XTREME SPEEDWAY Business Address: 126 1ST ST Town: EATON	59	4/5/24	*		
7	Signature: Printed Name:	Title: Business Name: Business Address: Town:					
8	Signature: Printed Name:	Title: Business Name: Business Address: Town:					
9	Signature: Printed Name:	Title: Business Name: Business Address: Town:					
10	Signature: Printed Name:	Title: Business Name: Business Address: Town:					

1= APPROVE

CIRCULATOR PETITION
AFFIDAVIT
CAN'T DANCE BAR, LLC

I, Shannon Mericle, do hereby certify that I was the circulator of the attached petition and further, that I personally witnessed each signature thereon appearing on the petition. To the best of my knowledge, each signature thereon is the signature of the person whose name it purports to be, each address given opposite each name is the true address of the person that signed, that each person who signed the petition represented himself/herself to be 21 years of age or older, and that each person who signed the petition had the opportunity to read, or have read to them, the petition in its entirety and understands its meaning. I also hereby affirm that no promises, threats or inducements were employed whatsoever in connection with the presentation of the petition and that every signature appearing hereon was completely free and voluntarily given.

SMericle
Circulator Signature

STATE OF COLORADO)
) SS
COUNTY OF WELD)

Subscribed and sworn to before me this 19th day of March, 2021.

MARGARET JANE WINTER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20074025012
MY COMMISSION EXPIRES JUNE 27, 2027

Margaret Jane Winter
Notary Public
Address: 833 1ST ST
Eaton CO 80615

My Commission Expires: JUNE 27, 2027

RESIDENTIAL PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

APPLICANT/TRADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC

APPLICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]

PUBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615

DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

INSTRUCTIONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition circulator and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

PETITION ISSUE: [*] IF YOU FAVOR AND SUPPORT THIS APPLICATION FOR A TAVERN LICENSE (CITY) BECAUSE IT IS YOUR OPINION THE REASONABLE REQUIREMENTS OF THE ADULT INHABITANTS OF THE DEFINED NEIGHBORHOOD [SEE MAP] ARE NOT NOW BEING ADEQUATELY SERVED BY EXISTING BUSINESS THAT HOLD THE SAME OR SIMILAR TYPE OF LICENSE NOW DOING BUSINESS IN THE DEFINED NEIGHBORHOOD, AND IT IS YOUR DESIRE THIS TAVERN LICENSE (CITY), BE ISSUED, PLEASE SIGN AND CHECK THE FAVOR [*] COLUMN TO GRANT THE REQUESTED LICENSE. PLEASE WRITE IN THE REASON YOU SUPPORT THIS LICENSE APPLICANT. [**] IF YOU OPPOSE AND DO NOT SUPPORT THIS APPLICATION FOR A TAVERN LICENSE (CITY), PLEASE SIGN AND CHECK THE OPPOSE[**] COLUMN, AND PLEASE WRITE IN YOUR REASON WHY YOU OPPOSE THIS LICENSE APPLICATION. *This petition/opinion poll is being conducted to determine the reasonable requirements, needs, & desires of the adult inhabitants of the defined neighborhood per C.R.S. 44-4 and /or C.R.S. 44-3, The Colorado Beer and Liquor Codes, and per local licensing authority rules/procedures. If you think you have been unduly influenced by the petition circulator or have questions or comments concerning the proposed application or survey method, please call Jane Winter, Town Clerk, (970) 454-3338.*

RECEIVED APR 05 2024 By

	Please Sign and Print your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
1	Signature: S. R. Sch Printed Name: Steve Schafer	Address: 431 Maple Ave Town: Eaton	55	3/22/24	✓		
2	Signature: Ryan Printed Name: Ryan Fourt	Address: 212 Elm Ave Town: Eaton CO 80615	42	4/4/24	✓		
3	Signature: [illegible] Printed Name: AsNee Hitchcock	Address: 224 Elm Ave Town: Eaton CO 80615	39	4/4/24	✓		
4	Signature: [illegible] Printed Name: [illegible]	Address: 230 Elm St Town: Eaton CO 80615 2	14	4/4/24	✓		
5	Signature: Ellis Pa[illegible] Printed Name:	Address: 233 maple ave Town: Eaton Co	25	4/4/24	✓		RESIDENTS 6 TOTAL 4 FAVOR 0 OPPOSE 2 REJECTED

1 = APPROVE REJECT

1 = OUT OF [illegible]

NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
ION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
IC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

ISSUE: [*] IF YOU **FAVOR AND SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)** BECAUSE IT IS YOUR OPINION THE REASONABLE REQUIREMENTS OF THE ADULT INHABITANTS OF THE DEFINED NEIGHBORHOOD [SEE MAP] ARE NOT NOW BEING ADEQUATELY SERVED BY EXISTING BUSINESS HOLD THE SAME OR SIMILAR TYPE OF LICENSE NOW DOING BUSINESS IN THE DEFINED NEIGHBORHOOD, AND IT IS YOUR DESIRE THIS **TAVERN LICENSE (CITY)**, BE ISSUED, PLEASE SIGN AND CHECK THE **FAVOR [*]** COLUMN TO **GRANT** THE REQUESTED LICENSE. PLEASE WRITE IN THE REASON YOU SUPPORT S LICENSE APPLICANT. [**] IF YOU **OPPOSE AND DO NOT SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)**, PLEASE SIGN AND CHECK THE **OPPOSE[**]** COLUMN, AND PLEASE WRITE IN YOUR REASON WHY YOU **OPPOSE** THIS LICENSE APPLICATION. *This petition/opinion poll is being conducted to determine the reasonable requirements, needs, & desires of the adult inhabitants of the defined neighborhood per C.R.S. 44-4 and /or C.R.S. 44-3, The Colorado Beer and Liquor Codes, and per local licensing authority rules/procedures. If you think you have been unduly influenced by the petition circulator or have questions or comments concerning the proposed application or survey method, please call Jane Winter, Town Clerk, (970) 454-3338.*

	Please **Sign and Print** your name	Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
6	Signature: [signature]	Address: 3rd Street		4/4/24	X		
		Town: Eaton					
X	Printed Name: Mike Tabor						
7	Signature:	Address:					
		Town:					
	Printed Name:						
8	Signature:	Address:					
		Town:					
	Printed Name:						
9	Signature:	Address:					
		Town:					
	Printed Name:						
10	Signature:	Address:					
		Town:					
	Printed Name:						

*RULE
1= NO AMENDMENT

BUSINESS PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

DE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC
CATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor]
UBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

SITE LOCATION: 212 FIRST STREET, EATON, CO 80615
DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)

NS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

ON ISSUE: [*] IF YOU **FAVOR AND SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)** BECAUSE IT IS YOUR OPINION THE REASONABLE REQUIREMENTS OF THE ADULT INHABITANTS OF THE DEFINED NEIGHBORHOOD [SEE MAPS] ARE NOT NOW BEING ADEQUATELY SERVED BY EXISTING BUSINESS AT HOLD THE SAME OR SIMILAR TYPE OF LICENSE NOW DOING BUSINESS IN THE DEFINED NEIGHBORHOOD, AND IT IS YOUR DESIRE THIS **TAVERN LICENSE (CITY)**, BE ISSUED, PLEASE SIGN AND CHECK THE **FAVOR [*]** COLUMN TO **GRANT** THE REQUESTED LICENSE. PLEASE WRITE IN THE REASON YOU SUPPORT THIS LICENSE APPLICANT. [**] IF YOU **OPPOSE AND DO NOT SUPPORT** THIS APPLICATION FOR A **TAVERN LICENSE (CITY)**, PLEASE SIGN AND CHECK THE **OPPOSE[**]** COLUMN, AND PLEASE WRITE IN YOUR REASON WHY YOU **OPPOSE** THIS LICENSE APPLICATION. *This petition/opinion poll is being conducted to determine the reasonable requirements, needs, & desires of the adult inhabitants of the defined neighborhood per C.R.S. 44-4 and /or C.R.S. 44-3, The Colorado Beer and Liquor Codes, and per local licensing authority rules/procedures. If you think you have been unduly influenced by the petition circulator or have questions or comments concerning the proposed application or survey method, please call Jane Winter, Town Clerk, (970) 454-3338.*

	Please Sign and Print your name	Your Title, Business Name, Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
1 ✓	Signature: [signature] Printed Name: Gino A Bulzoni	Title: Manager Business Name: Bulzoni Brewing CO Business Address: 208 Oak Ave Town: Eaton	50	20 Mar 2024	X		More business in the town is better for all businesses.
2 ✓	Signature: [signature] Printed Name: CHAD Rodman	Title: OWNER Business Name: Heritage Fence Business Address: 10 OAK AVE Town: EATON	74	3/21 2024	V		Like the Business plan!
3 X	Signature: [signature] Printed Name: Stephanie Lewis	Title: owner Business Name: MinisArt Business Address: 217 1st St Ste A Town: Eaton	52	4/2	X		more businesses in town.
4 ✓	Signature: [signature] Printed Name: Thomas SEGURA	Title: Owner Business Name: TS Designs Business Address: 217 1st st. Ste A Town: EATON	63	4/2/2024	X		Business for Downtown Eaton
5	Signature: [signature] Printed Name: Brandi Camacho	Title: Business Name: Business Address: Town:					BUSINESSES 9 TOTAL 7 FAVOR 0 OPPOSE 2 REJECTED

3 = APPROVED REJECT 1 = BOT

BUSINESS PETITION TO THE LOCAL LICENSING AUTHORITY OF EATON, COLORADO

ADE NAME: BRETT C. & SHANNON V. MERICLE, B&SM, LLC dba CAN'T DANCE BAR, LLC — **SITE LOCATION: 212 FIRST STREET, EATON, CO 80615**

ICATION FOR: TAVERN LICENSE (CITY) [Authorized Beverages: Malt, Vinous and Spirituous Liquor] — **DEFINED NEIGHBORHOOD: AREA DEFINED BY LOCAL LICENSING AUTHORITY (SEE MAPS)**

UBLIC HEARING: THURSDAY, APRIL 18, 2024, 7:00 P.M., CARSTEN BOARD ROOM, 224 FIRST STREET, EATON, CO 80615

ONS/QUALIFICATIONS: (1) Must be 21 years of age or older and a resident of the defined neighborhood for more than 6 months [SEE MAPS]; (2) OR, Must be Owner or Manager of business located within the defined neighborhood and be 21 years of age or older; (3) Must sign in presence of petition or and may only sign for this matter one time; and (4) Must sign own given name [first name or first initial and last name]. No individual may sign for another individual.

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	Please Sign and Print your name	Your Title, Business Name, Address & Town	Age	Today's Date	Favor [*]	Oppose [**]	PLEASE WRITE IN YOUR REASON WHY YOU FAVOR OR OPPOSE THIS APPLICATION
6	Signature: Shelagh Gilleland Printed Name: Shelagh Gilleland	Title: Owner Business Name: Reflections Salon Business Address: 215 1st Street. Town: Eaton	45	4/2/24	*		
7	Signature: Jay Tepia Printed Name: Jay Tepia	Title: Superintendent Business Name: Eaton School Dist Business Address: 211 1st Street Town: Eaton	57	4/2/24	yes		
8	Signature: Roger L Schulz Printed Name: Roger L Schulz	Title: CPA Business Name: Schulz & Leonard Business Address: 200 1st St Town: EATON	75	4/2/24	Yes		
9	Signature: Printed Name: Andrew M Sanberg	Title: Owner Business Name: NextHome Rocky Mountain Business Address: 1604 Colorado Pkwy Town: Eaton	40	4/2	YES		
10	Signature: Printed Name: Chad Berg	Title: Owner Business Name: Farmers Insurance Business Address: 216 1st St. Ste 1 Town: Eaton	30	4/2	Yes		

4 = APPROVE REJECT

1 = INSUFFICIENT ADDRESS

CIRCULATOR PETITION
AFFIDAVIT
CAN'T DANCE BAR, LLC

I, Kenneth J Weigel, do hereby certify that I was the circulator of the attached petition and further, that I personally witnessed each signature thereon appearing on the petition. To the best of my knowledge, each signature thereon is the signature of the person whose name it purports to be, each address given opposite each name is the true address of the person that signed, that each person who signed the petition represented himself/herself to be 21 years of age or older, and that each person who signed the petition had the opportunity to read, or have read to them, the petition in its entirety and understands its meaning. I also hereby affirm that no promises, threats or inducements were employed whatsoever in connection with the presentation of the petition and that every signature appearing hereon was completely free and voluntarily given.

Kenneth J Weigel
Circulator Signature

STATE OF COLORADO)
) SS
COUNTY OF WELD)

Subscribed and sworn to before me this 19th day of March, 2024.

MARGARET JANE WINTER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20074025012
MY COMMISSION EXPIRES JUNE 27, 2027

Margaret Jane Winter
Notary Public
Address: 223 1st St.
Eaton CO 80615

My Commission Expires: JUNE 27, 2027

TOWN OF EATON, COLORADO
ORDINANCE NO. 642

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF REAL PROPERTY KNOWN AS LOT 2 OF THE SUGAR FACTORY SUBDIVISION, TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO, CONSISTING OF APPROXIMATELY 1.261 ACRES, TO THE EATON FIRE PROTECTION DISTRICT

WHEREAS, the Town of Eaton, Colorado ("Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") is vested with authority to administer the affairs of the Town; and

WHEREAS, the Town owns real property known by legal description as L2 SUGAR FACTORY, Town of Eaton, County of Weld, State of Colorado, and by street address as 380 E. 4th Street, Eaton, CO 80615, consisting of approximately 1.261 acres ("Property"); and

WHEREAS, the Town and the Eaton Fire Protection District, a Colorado fire protection district established and operated pursuant to the provisions of Article 1 of Title 32 of the Colorado Revised Statutes ("District"), jointly use the property for training purposes; and

WHEREAS, pursuant to that certain Intergovernmental Agreement dated June 20, 2013, between the Town and the District (the "IGA"), the District constructed a training facility on the Property; and

WHEREAS, the District desires to own the Property; and

WHEREAS, after due consideration, the Town is desirous of conveying the Property to the District on the condition that the District continues to utilize the Property for training purposes and allows the Town, including the Eaton Police Department, to use the Property for training purposes; and

WHEREAS, the Town Board hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of the public health, welfare, peace, safety and property and that this Ordinance is in the best interests of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EATON, COLORADO, THAT:

Section 1. The Town Board hereby authorizes the conveyance of the real property, known by legal description as L2 SUGAR FACTORY, Town of Eaton, County of Weld, State of

Colorado, and by street address as 380 E. 4th Street, Eaton, CO 80615, consisting of approximately 1.261 acres, to the Eaton Fire Protection District

Section 2. To effectuate the foregoing, the Town Board hereby authorizes the Mayor to execute a Bargain and Sale Deed in a form approved by the Town Attorney.

Section 3. This Ordinance shall be effective thirty (30) days after its publication. The Town Clerk shall certify the date of publication and such certification shall be maintained with the original of this Ordinance. The Town Clerk shall make not less than three copies of the adopted Town Code available for inspection by the public during regular business hours.

INTRODUCED, APPROVED AND ADOPTED by the Board of Trustees of the Town of Eaton, Colorado, this 18th day of April, 2024.

TOWN OF EATON, COLORADO

ATTEST:

By:_____
Margaret Jane Winter, Town Clerk

By:_____
Scott E. Moser, Mayor

	EATON
	EATON TOWN BOARD Report
TO: Town Board of Trustees	
FROM: Wesley LaVanchy; Avi Rocklin	
DATE OF MEETING: April 18, 2024	
TITLE / SUBJECT: IGA Amendment – Eaton Fire Protection District	

DESCRIPTION

A proposed amended to the current IGA with the Eaton Fire Protection District to transfer property.

SUMMARY

After discussions between the Town and the Eaton Fire District, staff is proposing to amend the current IGA for the training center that both transfers the property to the Fire District at their request and reaffirms the joint training goals between the District and the Town.

KEY POINTS

- The Parties previously entered into an Intergovernmental Agreement on June 20, for the purpose of establishing the responsibilities of each Party with respect to the desired use and vision of the property.
- The District has completed the construction of the training facility contemplated by the IGA and continues to maintain it for the benefit of the District and surrounding public agencies that desire to utilize it.
- At the District's request, the Town is willing to convey the Property to the District who will provide for its on-going maintenance and upkeep, while maintaining the same joint use expectation of the Property as defined in the IGA.
- If the District ceases to use the Property and the Facility for training purposes for a period of six consecutive months the District agrees to re-convey the Property to the Town as outlined in the agreement.
- The District agrees not to convey the Property to a third party.

COST & BUDGET

No additional cost to the Town. The Fire Protection District will continue to maintain the property and make repairs.

RECOMMENDATION

a. A motion to approve Ordinance No. 642 approving an amendment to the I.G.A. and transferring the property described to the Eaton Fire Protection District.

b. A motion to deny Ordinance No. 642 approving an amendment to the I.G.A.

FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

THIS FIRST AMENDMENT TO INTERGOVERNMENTAL AGREEMENT ("**Amended IGA**") is made and entered into this ____ day of _____, 2024, by and between the **TOWN OF EATON, COLORADO**, a Colorado statutory municipality, hereinafter referred to as the "**Town,**" and the **EATON FIRE PROTECTION DISTRICT**, a Colorado fire protection district established and operated pursuant to the provisions of Article 1 of Title 32 of the Colorado Revised Statutes, hereinafter referred to as the "**District**." (each individually a "**Party**" and collectively the "**Parties**").

RECITALS

WHEREAS, the Town is the fee owner of one hundred percent of the real property more particularly described on the attached Exhibit A ("Property"); and

WHEREAS, the Parties have jointly used the Property for training purposes, the Town for its Police Department, and the District for its firefighters; and

WHEREAS, the Parties entered into that certain Intergovernmental Agreement on June 20, 2013 (the "IGA") for the purpose of establishing the responsibilities of each Party with respect to the Property, with the Town retaining title to the Property; and

WHEREAS, the District has completed the construction of the training facility ("Facility") contemplated by the IGA and continues to maintain it for the benefit of the District, the Town and surrounding public agencies that desire to use it; and

WHEREAS, the Town now desires to convey the Property to the District, while maintaining the same joint use expectation of the Property as defined in the IGA; and

WHEREAS, as local governmental bodies, the Parties are authorized by the provisions of the Colorado Constitution, Article XIV, §18(2)(a) and Colorado Revised Statutes §§ 29-1-201, et seq., to contract with one another to provide any function, service or facility lawfully authorized to each; and desire to enter into this Amended IGA pursuant to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the foregoing recitals, and mutual covenants and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, as governmental entities authorized by statutes to enter into Intergovernmental Agreements, hereby agree as follows:

AGREEMENT

1. The Town shall execute and deliver to District the Bargain and Sale Deed attached hereto as **Exhibit B** upon execution of this Amended IGA, which deed shall convey all of the Town's right, title, and interest in the Property to District.

2. The District agrees to allow the Town to continue the joint use of the Property and the Facility for training purposes as defined in the IGA. The Town shall be entitled to use the Property and the Facility at least once per month upon written notice from the Town to the District. If, when the Town provides written notice to the District of its desire to use the Facility, the Facility is already reserved for use by another entity, the District shall promptly notify the Town and the Town and the District shall confer in good faith and agree upon another time when the Town may use the Facility. The District agrees to, at all times, provide the access code to the Property and the Facility, and/or a key or whatever means is used to access the Property and the Facility, to the Town.

3. Absent the written consent of the governing body of the Town of Eaton, the District agrees to continue to use the Property and the Facility for training purposes only. If the District ceases to use the Property and the Facility for training purposes for a period of six (6) consecutive months, unless otherwise agreed in writing by the governing body of the Town of Eaton, the District agrees to re-convey the Property to the Town by special warranty deed and to take whatever requisite action is required to accomplish the foregoing. Absent the written consent of the governing body of the Town of Eaton, the District agrees not to convey the Property to a third party.

4. The Town and the District agree that the Town has satisfied its obligations set forth in Paragraph 1a.-d. of the IGA, and the Town shall not hereinafter have those obligations.

5. The Town and the District agree that the District has satisfied its obligation to construct the Facility as set forth in Paragraph 2a. of the IGA, and the District shall not hereinafter have that obligation.

6. The Town and the District agree to act in good faith and to the best of their ability in taking all steps necessary to fully implement the terms of this Amended IGA for the purposes outlined in the IGA.

7. The term of this Amended IGA, and the Town's right to use the Property and the Facility for training purposes, shall be perpetual.

8. Each of the Parties warrants that it has the authority to enter into this Amended IGA.

9. This Amended IGA shall be interpreted and enforced pursuant to the laws of the State of Colorado, with venue in a court of competent jurisdiction in Weld County, Colorado. If a dispute arises out of or relates to this Amended IGA or its breach, the Parties shall endeavor to settle the dispute first through direct discussions.

10. All notices required to be given by this Amended IGA shall be made in writing either by: (a) personal delivery to the Party requiring notice and securing a written receipt; (b) mailing notice in the U.S. Mails, certified mail, return receipt requested, to the last known address of the Party requiring notice; or (c) electronic mail on the condition that the intended recipient acknowledges receipt thereof. The effective date of the notice shall be the date of the written receipt received upon delivery in (a), above, or the date of the return-receipt in (b), above.

Town of Eaton
ATTN: Town Administrator
223 First Street
Eaton, CO 80615
Email: wesley@eatonco.org (automatically amended to be the email address of the then current Town Administrator when notice is sent)

Eaton Fire Protection District
50 South Maple Avenue
Eaton, CO 80615
Email: swambolt@eatonfire.org (automatically amended to be the email address of the then current Fire Chief when notice is sent)

11. Nothing contained herein shall be deemed or construed by the Parties hereto, nor by any third party, as creating the relationship of principal and agent or a partnership between the Parties hereto.

12. The covenants, agreements, and obligations herein contained, except as herein otherwise specifically provided, shall extend to, bind, and inure to the benefit of the Parties hereto and their respective successors and assigns.

13. Neither party may assign or transfer all or any part of this Amended IGA without the prior written consent of the non-assigning Party.

14. This Amended IGA shall be recorded in the office of the Weld County Clerk and Recorder.

15. This Amended IGA and the IGA represent and contain the entire agreement between the Parties. The IGA is only amended to the extent expressly set forth herein and shall continue in full force and effect in all other respects. This Amended IGA may only be amended by written agreement of the Parties. In the event that any provision of this Amended IGA is at any time held by a court to be invalid or unenforceable, the Parties agree that all other provisions of this Amended IGA will remain in full force and effect and authorize the court to modify any provision held to be invalid or unenforceable such that it may give effect to the Parties' intent as determined by the court.

16. The undersigned hereby assent and agree to all conditions stated in this Amended IGA, enter into this Amended IGA voluntarily, and certify that the same has been read and is understood.

IN WITNESS WHEREOF, the Parties have executed this Amended IGA on the day and year first above written.

TOWN OF EATON

By: _____

Wesley LaVanchy, Town Administrator

Date of execution: _____

ATTEST:

_____

Margaret Jane Winter, Town Clerk

EATON FIRE DISTRICT

By: _____

_____, Board President

Date of execution: _____

ATTEST:

_____

_____, Secretary

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

L2 SUGAR FACTORY, Town of Eaton, County of Weld, State of Colorado

Also known as 380 E. 4th Street, Eaton, CO 80615

EXHIBIT B

WHEN RECORDED, RETURN TO:

Lyons Gaddis
PO Box 978
Longmont, CO 80502-0978
ATTN: **JIC**

BARGAIN AND SALE DEED

THIS DEED is made this _____ day of _____, 2024 between the **TOWN OF EATON** ("Grantor"), whose legal address is 223 First Street, Eaton, Colorado 80615, and **EATON FIRE PROTECTION DISTRICT** ("Grantee"), of the County of Weld and State of Colorado.

For and in consideration of the sum of **ten dollars**, ($1**0.00**), Grantor hereby sell(s) and convey(s) to Grantee, the following real property, in the County of Weld, State of Colorado.

L2 SUGAR FACTORY, Town of Eaton

Also known as 380 E. 4th Street, Eaton, CO 80615

With all its appurtenances.

IN WITNESS WHEREOF the Grantor has executed this deed on the date set forth above.

_____
Town of Eaton
Scott E. Moser, Mayor

STATE OF COLORADO)
) SS.
COUNTY OF WELD)

The foregoing instrument was acknowledged before me by Scott E. Moser, Mayor of the Town of Eaton this _____ day of _____2024.
Witness my hand and official seal.

My commission expires _____.

_____
NOTARY PUBLIC

Documentary Fee Exempt – Consideration Less than $500.00 (§ 39-13-102 (2) (a) C.R.S.)

TOWN OF EATON, COLORADO
ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 9-1-6 OF THE EATON MUNICIPAL CODE CONCERNING DAMAGE TO WATERWORKS

WHEREAS, the Town of Eaton, Colorado ("Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") is vested with authority to administer the affairs of the Town; and

WHEREAS, Section 9-1-6 of the Eaton Municipal Code ("Code") addresses damage to Town property used in the delivery and service of water; and

WHEREAS, Town staff recommends that Section 9-1-6 of the Code be amended: (i) to create a rebuttable presumption that, when damage to Town property used in the delivery and service of water occurs after water service to a property has been disconnected for nonpayment, the property owner, lessee or person who holds the water account with the Town caused such damage; and (ii) to prohibit persons from interfering with Town employees or contractors engaged in the disconnection of water service; and

WHEREAS, Town Board desires to make such modification; and

WHEREAS, the Town Board hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the preservation of the public health, welfare, peace, safety and property and that this Ordinance is in the best interests of the citizens of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EATON, COLORADO, THAT:

Section 1. Subsection 9-1-6 of the Eaton Municipal Code shall be repealed and readopted in full to read as follows:

Sec. 9-1-6. Damage to waterworks; interference with personnel.

(a) It shall be unlawful for any person to injure, damage or interfere with Town property used in the delivery and service of water, including, but not limited to, water meters, curb stops or appliances, or to make taps without proper license. Connecting to the Town waterworks after service has been disconnected for nonpayment constitutes interference with the waterworks property. There shall be a rebuttable presumption that, when injury or damage to Town property used in the delivery and service of water occurs after water service to a property has been disconnected for nonpayment, the

property owner, lessee or person who holds the water account with the Town caused such damage.

(b) It shall be unlawful for any person to interfere with Town employees or contractors engaged in the disconnection of water service at the direction of the Town.

Section 2. Severability. If any section, paragraph, sentence, clause or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the constitutionality or validity of the remaining portions of this Ordinance. The Town Board hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. Effective Date and Publication. This Ordinance shall be effective thirty (30) days after its publication. The Town Clerk shall certify the date of publication and such certification shall be maintained with the original of this Ordinance. The Town Clerk shall make not less than three copies of the adopted Town Code available for inspection by the public during regular business hours.

INTRODUCED, APPROVED AND ADOPTED by the Board of Trustees of the Town of Eaton, Colorado, this 18th day of April, 2024.

TOWN OF EATON, COLORADO

ATTEST:

By:_____ By:_____

Margaret Jane Winter, Town Clerk Scott E. Moser, Mayor

Eaton Town Board

Agenda Item

TO:	**Board of Trustees**
FROM:	**Greg Brinck, Assistant Town Administrator**
DATE of MEETING:	**April 18, 2024**
TITLE/SUBJECT:	**Ordinance No. 643 Damage to Waterworks**

DESCRIPTION

Public Works staff ran into an issue with a water disconnect for nonpayment. A customer attempted to resume their service and damaged the Town's infrastructure. The issue was handled through municipal court but in review of Town code, staff recommended a code amendment to clarify responsibility for tampering with Town infrastructure.

KEY POINTS

- Creates a rebuttable presumption that, when damage to Town property used in the delivery and service of water occurs after water service to a property has been disconnected for nonpayment, the property owner, lessee or person who holds the water account with the Town caused such damage.
- Prohibits persons from interfering with Town employees or contractors engaged in the disconnection of water service.

COST & BUDGET

N/A

RECOMMENDATION

Staff recommends approving Ordinance No. 643 an Ordinance amending section 9-1-6 of the Eaton municipal code concerning damage to waterworks.

TOWN OF EATON, COLORADO
RESOLUTION NO. 2024-09

RESOLUTION ADOPTING TOWN OF EATON EMERGENCY OPERATIONS PLAN

WHEREAS, the Town of Eaton, Colorado ("Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, on March 18, 2010, by Resolution No. 2010-03, the Town adopted an Emergency Operations Plan ("2010 Plan") to address major emergencies and disaster incidents in the Town and provide a basis for hazard-specific methodology and coordination to respond to such incidents; and

WHEREAS, Town staff, in coordination with the Eaton Police Department, Eaton Fire Department and Weld County Office of Emergency Management, prepared an updated Emergency Operations Plan dated January 2024 ("2024 Plan"); and

WHEREAS, on April 18, 2024, Town staff presented the 2024 Plan to the Town Board and recommended that the Town Board adopt the 2024 Plan; and

WHEREAS, the 2024 Plan is consistent with the standards and principles of the National Incident Management System endorsed by the Department of Homeland Security; and

WHEREAS, after review, and based on the recommendation of Town staff, the Town Board desires to adopt the 2024 Plan; and

WHEREAS, the Town Board finds that adoption of this Resolution is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF EATON, COLORADO, THAT:

1. The Town of Eaton Emergency Operations Plan dated January 2024, attached hereto and incorporated herein by reference as Exhibit A, is hereby adopted and shall supersede and replace the 2010 Plan.

2. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, SIGNED, APPROVED, AND ADOPTED this 18th day of April, 2024.

TOWN OF EATON, COLORADO

ATTEST:

By:_____
Margaret Jane Winter, Town Clerk

By:_____
Scott E. Moser, Mayor

THIS PLAN IS FOR THE USE AND BENEFIT OF THE TOWN OF EATON ONLY. IT MAY BE AMENDED OR REVOKED AT ANY TIME BY THE TOWN EMERGENCY MANAGER OR THE TOWN OF EATON BOARD OF TRUSTEES. NO PERSON IS ENTITLED TO RELY ON THIS POLICY. THIS PLAN SHALL NOT BE DEEMED TO CREATE ANY CONTRACT OR OTHER RIGHTS. THIS PLAN CREATES NO THIRD-PARTY BENEFICIARIES.

Town of Eaton EMERGENCY OPERATIONS PLAN

April 2024

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I. EXECUTIVE SUMMARY

The **Town of Eaton Emergency Operations Plan** provides general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events that affect the Town of Eaton. The plan's guidelines are consistent with the standards and principles of the National Incident Management System (NIMS), endorsed by the Department of Homeland Security. The NIMS is the nationally mandated emergency management system for addressing all hazards and for integrating multiple agencies, jurisdictions and disciplines into a coordinated relief effort.

Major emergencies and disaster incidents are unique events that present communities with challenges that cannot be adequately addressed within the routine operations of a local government. Since disasters differ in important ways, it is impossible to plan for every contingency. Therefore, the intent of this all-hazards plan is to provide Eaton officials with a comprehensive plan to manage incidents and to minimize their impact on people, property, and public services, thereby restoring normal community conditions as quickly as possible. This all-hazards plan provides a basis for hazard specific annexes and plans that may be developed as required.

The coordination and integration of emergency plans and procedures form an ongoing process that should be collectively promoted by the convening of interagency meetings, formulation of mutual aid agreements, and conduct of or participation in multi-agency and multi-jurisdiction emergency training exercises.

Emergency Manager
Town of Eaton, Colorado

II. PLAN PROMULGATION, REVIEW, and DISTRIBUTION

A. PROMULGATION STATEMENT

The Town of Eaton (sometimes referred to as “Eaton” or “Town”) has developed an emergency operations plan that will enhance its emergency response capability. This plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 2018, the Colorado Department of Public Health and Environment rules 6 CCR 1009-5, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG 101v2), the National Response Framework (NRF) the National Incident Management System (NIMS) and the Weld County Code. The plan strives to meet the requirements of other State and Federal guidelines for local emergency management plans and programs. The plan strives to meet the requirements of other State and Federal guidelines for local emergency management plans and programs. The plan establishes the structure for a coordinated response to various types of natural, technological, manmade emergencies and disasters, public health emergencies and terrorist attacks.

This plan, when supported with appropriate training, validated through exercises, used properly, and updated annually can assist Eaton officials in accomplishing one of their primary responsibilities – protecting the lives and property of the citizens of Eaton. This plan and its provisions will become official when it has been signed and dated below by the concurring officials.

_____	_____
Mayor	Date
_____	_____
Emergency Manager/Town Administrator	Date
_____	_____
Finance Director	Date
_____	_____
Chief, Eaton Fire Protection District	Date
_____	_____
Chief, Eaton Police Department	Date
_____	_____
Public Works Director	Date

B. CERTIFICATION OF REVIEW AND REVISION

Town of Eaton Emergency Manager has done a regular review of this Emergency Operation Plan and the review is hereby certified.

Name	Signature	Date

RECORD OF REVISIONS/UPDATES

Date	Change	Recorded By

C. DISTRIBUTION LIST

The following individuals have received copies of this plan:

# of Copies	Department	Individual Receiving Copy	Date

III. BASIC PLAN

A. LEGAL AUTHORITIES

Federal:

1. Homeland Security Presidential Directive 5: Management of Domestic Incidents
2. Homeland Security Presidential Directive 8: National Preparedness
3. FEMA Comprehensive Preparedness Guide (CPG 101), November 2010
4. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
5. Homeland Security Act of 2002
6. Americans with Disabilities Act
7. Post Katrina Act
8. PETS Act 2006
9. Emergency Planning and Community Right-to-Know Act of 1986, SARA Title III, Sections 301-304, 311-313, 322-325.
10. Hazardous Waste Operations and Emergency Response, 29 CFR 1910. 120, as amended, 1992.
11. Hazard Communications, 29 CFR 1910. 1200 as approved June 7, 1989, and as amended.
12. National Incident Management System (NIMS)
13. National Response Framework
14. Robert T. Stafford Disaster Relief and Emergency Assistance Act and Amendments (P.L. 93-288, as amended by P.L. 100-707).

State:

1. Colorado Disaster Emergency Act of 1992 (Part 21 of Article 32, Title 24, Colorado Revised Statutes, 1996 as amended).
2. Colorado Intergovernmental Agreement for Emergency Management.
3. Colorado Emergency Operations Plan Sept 30, 2019
4. Colorado Public Health Rules 6 CCR 1009-5
5. C.R.S. Article 30 School District Organization Act of 1992 Rev.
6. Compensation Benefits to Volunteer Civil Defense Workers.
7. C.R.S. 24-33.5-802, as amended.
8. Civil Defense Liability - Public or Private, C.R.S. 24-33.5-9011, as amended.
9. Disaster Relief, C.R.S. 24-33.5-1102, as amended.
10. Colorado Emergency Planning Commission, C.R.S. 24-33.5-1501, as amended.
11. Colorado Hazardous Substance Incidents, C.R.S. 29-22-101-110, as amended.
12. Fire Department Special Districts - Powers and Duties, C.R.S. 32-1-1002(3), as amended.

Weld County:

1. Weld County Code Article XV Section 2.15.5 through 2.15.70
2. Weld County Code Article XVI Section 2-16-10 through 2-16-90
3. Weld County Resolution #881176, December 1988.
4. Weld County Hazard Mitigation Plan, January 2021
5. The Board of County Commissioners of Weld County, Regular Session Meeting in the Weld County Centennial Center, Greeley, Colorado, January 9, 2006, Weld County Adoption of the National Incident Management System (NIMS)

Town of Eaton:

1. NIMS Adopted by Board of Trustees Resolution February 6, 2008
2. Town of Eaton Resolution 2010-03, Adoption of the Town of Eaton Emergency Operation Plan, March 18, 2010.

B. PURPOSE & ASSUMPTIONS

The purpose of the ***Town of Eaton Emergency Operations Plan*** is to provide general guidelines and principles for managing and coordinating the overall response and recovery activities before, during, and after major emergencies and disaster events that affect the Town of Eaton.

The following assumptions have been considered in the development of this plan:

- Community disaster preparedness is a shared responsibility of government, the private sector, and our citizens.
- The Town of Eaton is subject to both natural and human-caused disasters which endanger life, property, economy, and the general well-being of the community.
- All disasters begin at the local level.
- Mitigation, response, and recovery begin at the local level.
- Small communities have limited staff and resources.
- Mutual aid, county, state, and Federal assistance are essential to large-scale response and recovery efforts.
- First responders will use the Incident Command System to manage large incidents.
- Municipal services and staff will be called upon to perform non-routine tasks in support of disaster response and recovery.
- Eaton is capable of short-term staffing and limited operations of a municipal Emergency Operations Center.
- Eaton can provide limited support to first response efforts.
- The Eaton Emergency Operations Center can coordinate municipal and community efforts to mitigate hazards/disasters.
- Effective planning, training and exercises will help prepare municipal staff for disaster response and recovery operations.
- The roles, responsibilities, and resources in this plan provide a flexible framework that can be adapted for all-hazards/consequences.

C. EMERGENCY MANAGEMENT POLICIES

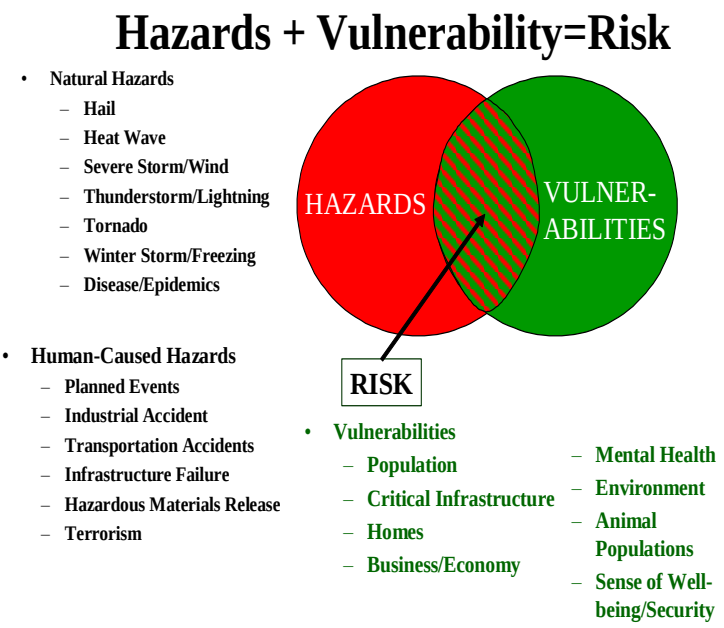
- This response and recovery plan has been developed in accordance with the requirements for local emergency planning established under the State of Colorado Disaster Emergency Act of 1992 and meets the requirements of other state and federal guidelines for local emergency management plans and programs. The guidelines and concepts of the Federal Emergency Management Agencies **Comprehensive Preparedness Guide (CPG) 101,** have been applied throughout the development of this document.

- The contents of this plan are intended to provide a basis for the coordinated management of the types of emergencies and disaster events that may occur in the Town of Eaton. The roles and responsibilities of Eaton agencies are organized according to the **Emergency Support Function (ESF)** structure provided in CPG-101 and the National Response Framework. These agencies and other organizations included in this plan are responsible for developing and maintaining current Standard Operating Procedures (SOPs), to include checklists necessary for implementing assigned duties and functions.

- The **Emergency Manager or designee** for the Town of Eaton is responsible for regularly scheduled plan updates and revisions and for developing a training and exercise program to familiarize Town officials and other emergency officials with provisions of the plan.

- The **National Incident Management System/Incident Command System (NIMS/ICS)** is the adopted method and organizational structure for managing emergency response operations in the field, usually at the scene of an emergency. The ICS is the nationally accepted emergency management system for addressing all types of hazards and for integrating multiple agencies, jurisdictions, and disciplines into a coordinated relief effort. In larger incidents, the ICS structure will be extended and supported by activation of the **Eaton Emergency Operations Center (EOC)**, located at **312 Collins St., Eaton, CO** (alternate locations have been designated in the Crisis Action Checklist). The EOC will be staffed to serve as the coordination point for supplemental resources and intergovernmental assistance.

D. SUMMARY OF HAZARD, VULNERABILITIES AND RISK



The Town of Eaton is subject to a wide range of natural and human-caused hazards. By basing this plan on the concept of all-hazards preparedness, mitigation, response, and recovery, we intend to provide a flexible, effective structure that can rapidly adapt to the many variables that ultimately shape much of our response, recovery and mitigation effort.

Severe weather is the most likely hazard endangering Eaton. Seasonal weather events have the potential to produce large numbers of casualties, significant property damage, and loss of critical services. Winter storms pose less of an immediate threat to public safety, but they can produce significant property damage, loss of services and the need to provide shelter to stranded travelers or vulnerable populations. Forecasting and warning can play a critical role in mitigating weather-related hazard.

The human caused hazards indicated in the illustration may occur with little or no notice. Hazardous materials release from fixed facilities or as the result of traffic or rail accidents are our most probable human-caused hazards. Rapid situational assessment and effective decision-making regarding both response and instructions to the public (evacuation or shelter in place) are a critical shared responsibility of response agencies and emergency management.

All of these hazards present some degree of danger to our community. Risk is the highly variable relationship between hazards and vulnerabilities. Risk that has not been reduced through prevention and mitigation must be addressed through effective preparedness, response and recovery. This plan provides the general framework to identify resources, capabilities, agencies, actions, and authorities for the coordination of all-hazards response and recovery efforts of the Town of Eaton and our partners at all levels of both the public and private sectors.

E. CONSEQUENCES OF DISASTERS

All-hazards disaster planning is based on the premise that **all disasters present similar consequences**. These consequences demand multi-agency/discipline response at all levels of government and the private sector. **Dealing with these consequences is the goal of this response and recovery plan**. By establishing these baseline consequences, and the goals of dealing with them, we can determine the stakeholders and actions needed to address them. The following is a list of the primary consequences anticipated in any disaster. Specific hazards may present unique consequences that require more tailored response and recovery efforts.

1. **Displaced People:** Disasters often produce large numbers of displaced people who need a wide range of services (i.e., housing, food, clothing, financial assistance, child and special needs care, information, employment assistance, medical assistance, etc.) during both response and recovery.

2. **Sick/Injured People:** Rapid events, such as tornadoes, technical industrial accidents, crime or terrorist attack, generally do not allow people time to escape the event. The result can be a wide range of illnesses or injuries requiring significant coordination of fire, police, Hazardous Materials (Hazmat), EMS, medical and public health, and environment agencies.

3. **Fatalities:** The deaths of citizens and responders are the greatest tragedy associated with disasters. The Coroner has statutory authority for determining the cause of death, identification, processing, and notification of kin. Several agencies may assist with the collection, storage, and final disposition of the dead. In the event of criminal or terrorist events, investigation and evidence preservation must also be considerations. The effective management of the fatalities is essential to the emotional and mental needs of the families, the community wellbeing, and the prevention of potential public health and environmental crises.

4. **Damaged or Destroyed Property:** These are among the most common results of all disasters. Property damage and destruction may be limited by pre-disaster or post-disaster mitigation. Responsibilities for damaged property vary based on ownership (public property versus private property). The rapid assessment of property to determine the loss of critical infrastructure (public and private), homes, business, cultural, historic, and natural sites is critical to the disaster declaration process and the prioritization of recovery efforts. Debris management is a major component of this consequence of disaster.

5. **Loss of Emergency/Essential Services:** Loss of services is closely linked to the disaster's impact on critical infrastructure, business, and government. The preservation and continuity of government. Fire, police, EMS, emergency management, and public health and environment services are immediate priorities.

6. **Loss of Critical Infrastructure:** The preservation and restoration of power, communications, transportation, and other critical infrastructure, are essential to sustained response and recovery operations. The restoration of services requires close coordination of the public and private sectors.

7. **Economic Damage:** The loss of population, property and critical infrastructure can produce both immediate and long-term economic damage on our community. This impact must be accurately assessed and integrated into recovery planning and activities.

8. **Financial Impact/Unplanned Expenses:** Response, mitigation, and recovery from disasters can produce significant expenses that are not part of routine budget planning. Addressing these expenses is often a shared responsibility; if, the event qualifies as a legally declared emergency/disaster at the local, state, and federal levels. Eligibility for mitigation project funds is also contingent on maintaining a current Hazard Mitigation Plan. It is essential to have procedures and authorities in place that enable essential spending authority and effective documentation and accounting of these expenses.

9. **Environmental Damage/Increase Health and Safety Hazards:** Disasters can damage the environment both directly and indirectly. Fires, floods, storms, and technical/industrial disasters can impact broad geographic areas in a variety of ways. They may also have secondary impacts such as causing the release of sewage, hazardous materials, or other cascading events that can pollute the air, surface and sub-surface water, watersheds, the land, or kill/injure our plant and wildlife resources. Assessing this damage and implementing strategies for mitigation and recovery requires broad coordination of the private sector and all levels of government.

10. **Psychological Damage:** Disasters produce a wide range of immediate and long-term mental trauma for both the general public and our response community. This impact must be recognized and addressed from the on-set of a disaster and often continued through an extended recovery period.

11. **Companion Animal Issues:** The collection, rescue, transportation, housing, care, feeding, tracking, and potential disposal of companion animals are often significant elements of disaster response. Effectively addressing these issues can be essential to ensuring the physical and mental well-being of their owners. This is a broadly shared responsibility.

12. **Livestock and Wildlife Issue:** Disasters can produce large numbers of endangered, injured, and dead animals. Failure to protect these resources can have significant impacts on the environment, public health, and the economy. This is a broadly shared responsibility.

13. **Debris:** Large amounts of debris on public and private property are a common consequence of disasters. Debris may be organic or inorganic, often hampers response and recovery operations, and poses significant public health and safety concerns. Debris management and removal requires an effective combined effort of the public and private sectors as well as the general public and property owners.

14. **Litigation:** Disasters raise issues related to liability, responsibility, accountability, negligence, and criminal culpability. These can lead to a wide range of legal proceedings involving both the public and private sector.

15. **Loss of Confidence in Public and Private Institutions:** Failure to effectively prepare for, mitigate, respond to or recover from disaster events can result in a loss of confidence in public and private institutions. This complex consequence is best addressed through effective preparedness and public engagement/education prior to disaster events.

The scale of these consequences may vary significantly depending on the nature of the disaster. Therefore, a flexible but coherent structure of clear actions and relationships is required. The fifteen Emergency Support Functions (ESFs) listed in the National Response Framework, provides this structure. The following matrix outlines the relationship between consequences and ESFs.

The following table from the Eaton Emergency Operations Plan provides a general overview of the relationship between disaster consequences and the Emergency Support Functions.

Emergency Support Functions / Consequences	ESF 1a Transportation – People	ESF 1b Transportation - Material	ESF 2 Communications	ESF 3 Public Works & Engineering	ESF 4 Firefighting	ESF 5 Emergency Management	ESF 6 Mass Care & Assistance	ESF 7 Logistics & Resource Support	ESF 8a EMS & Hospitals	ESF 8b Public Health & Environment	ESF 8c Mental Health/Pastoral Care	ESF 8d Fatalities Management	ESF 9 Search & Rescue	ESF 10 Hazardous Material	ESF 11 Animal Welfare	ESF 12 Utilities & Commercial Services	ESF 13a Public Safety – Law Enforcement	ESF 13b Public Safety - Evacuation	ESF 14a Recovery – Damage Assessment	ESF 14b Recovery - Mitigation	ESF 15a External Affairs – Public Info	ESF 15b External Affairs– Communications
Displaced People	X	X				X	X	X	X	X			X			X	X	X	X	X	X	
Injured/Ill People	X	X			X	X	X	X	X	X			X	X		X	X	X	X	X	X	
Fatalities	X				X	X	X			X	X	X	X					X				
Damaged/Destroyed Property		X	X	X	X	X				X			X				X		X			
Loss of Emergency Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Loss of Critical Infrastructure			X	X		X				X									X			
Economic Damage			X	X		X													X			
Financial Impact/Expenses				X	X	X	X	X							X							X
Environmental Damage				X		X				X									X			
Psychological Damage						X				X	X								X			
Companion Animal Issues		X				X									X				X			
Livestock and Wildlife Issues		X				X									X				X			
Debris		X		X		X		X		X				X					X			
Litigation						X																
Loss of Confidence						X															X	

F. CONCEPT OF OPERATIONS

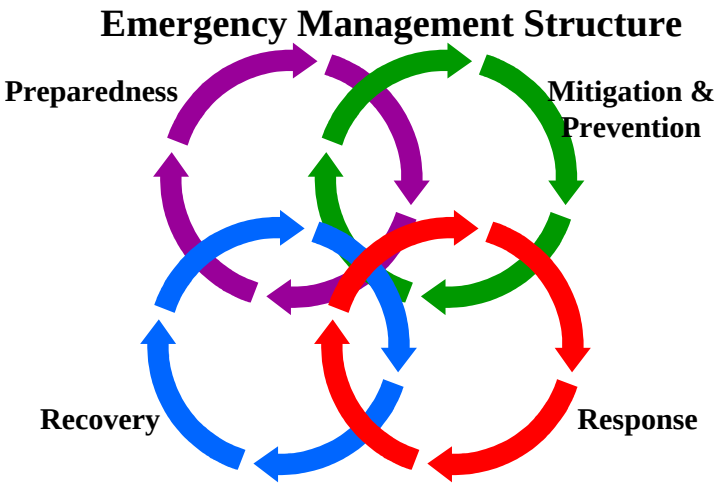
The basic concept of this plan is for the Town of Eaton to be able to protect the citizens, property, and economy of Eaton through:

Pre-Disaster Activities

- Planning, training and exercises to prepare employees
- Pre-disaster hazard awareness and mitigation planning/efforts
- Coordinate effective warning and alert efforts

Disaster Response and Recovery Activities

- Situation Assessment
- Determine disaster related consequences for the community
- Activation of this plan and the municipal EOC
- Support to the Incident Command Post and first responders
- Logistical Support
- Coordination of Mutual Aid
- Liaison with the Weld County EOC
- Support of community protective actions (shelter-in-place or evacuation)
- Damage Assessment
- Municipal Disaster Declaration
- Community Assistance and Recovery
- Communicate and coordinate with utility service providers
- Communicate and coordinate response and recovery efforts with the local business community
- Coordination of Community Volunteers and donations



The agencies, roles, resources, and authorities identified in this plan will be adapted through the Incident Command System and the Emergency Support Functions to provide a flexible and scalable response to community disasters. The Incident Commander(s) and Emergency Manager(s) will work together to coordinate and support all phases of community disaster response and recovery.

As illustrated, Emergency Management is comprised of (1) Preparedness, (2) Mitigation and Prevention, (3) Response, and (4) Recovery. Prevention and mitigation require hazard specific plans. Preparedness, Response, and Recovery provide an all-hazards/all-consequences approach that builds

on the common features of the elements of Emergency Management. This plan is intended to apply during disaster events in the Town of Eaton and the surrounding area. These events are dynamic and demand a flexible coordinated response and recovery effort tailored to the actual consequences of disasters. Our response and recovery will apply the principles of "scalability" embodied within the Incident Command System (ICS), the National Incident Management System (NIMS), the National Response Framework, state and county plans, and this plan. **The overall goal of this plan is to provide a clear blueprint of roles, resources and responsibilities of the Town of Eaton agencies and our partners to ensure a rapid, flexible, tailored, coordinated response to the consequences of any disaster event in the Town of Eaton or the surrounding area.** The following are general assumptions regarding the scale of emergency/disaster events and their relationship to this plan:

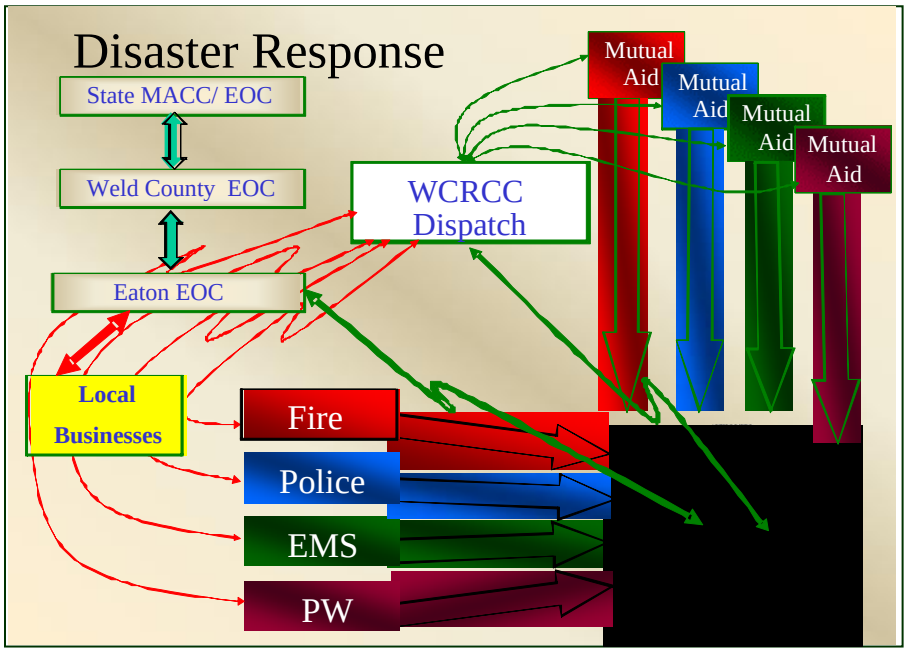
- “Routine” emergencies will be managed in the field under the Incident Command System. ICS is a highly flexible national standard for all first responders that **provides a clear chain of command and organizational structure for incident management.** In extraordinary events, ICS remains in place, but is extended to the broader emergency management network within the OC to help support ICS and to carry out the additional functions that are needed (e.g., damage assessment, coordination of outside agencies and volunteers, intergovernmental relations, etc.). Activation of the EOC is particularly important when needed resources are scarce or when multiple requests for similar resources are generated from the field.

- **Scale and complexity distinguish disasters from routine emergencies. When an event impacts a broad area or will involve numerous response agencies over an extended period of time, activation of this plan should be considered.**

- Disasters and large-scale emergencies are rarely confined to one jurisdiction. Therefore, a multi-jurisdictional effort will be required to effectively manage most major incidents. Accordingly, emergency plans and exercises should incorporate procedures for integrating the resources of local and county governments, private and volunteer organizations, and state and federal governments. ICS provides this framework and procedures.

- Disaster response demands a highly flexible organizational structure of diverse partnerships in order to adapt to the scale, dynamics and phases of operations. The traditional organizational model of **ICS meets this challenge through the principle of span of control, chain of command, and scalability**. The organizational model provided by the **ESF matrix provides a structure for coordination of the peer-based network** that comprises much of our response capabilities. These two distinct but complimentary organizational models will be used throughout this plan.

Each emergency/disaster situation requires a scalable and flexible response that coordinates the activities and resources of the Town of Eaton. These activities and resources are managed through the framework provided by Emergency Support Functions (ESFs), checklists and Standard Operating Procedures (SOPs) provided by the Emergency Operations Plan.

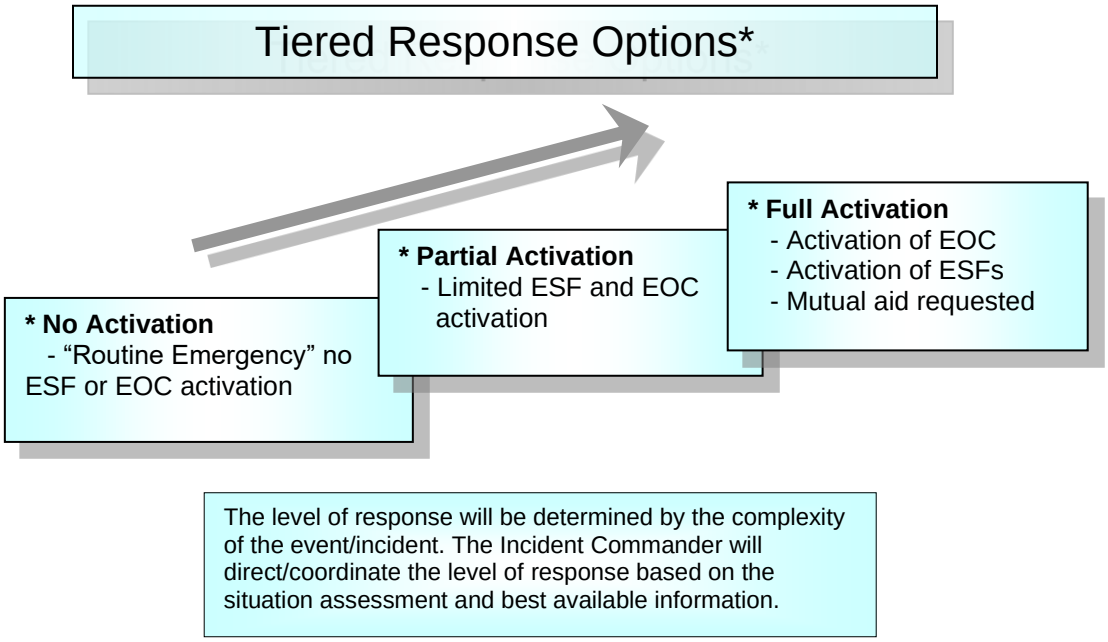


Situation awareness is critical and can be complex. This is a shared responsibility of all agencies and may or may not be supported by existing warning systems. It is essential that all Town employees understand they should be proactive in contacting the Weld County Regional Communication Center (WCRCC) (911) anytime they become aware of a dangerous situation that could threaten Eaton or the surrounding area. A proactive approach to situation awareness is critical to the timely activation of this plan.

Activation of this plan and the Town of Eaton Emergency Operations Center is the responsibility of the Eaton Emergency Manager or designee in consultation with other public safety decision-makers and elected officials. Based on the assessment of emergency conditions by the designated Incident Commander (IC) in the field, Eaton Emergency Manager may be notified and advised of the situation and the need to report to Weld County Emergency Management. Eaton has a scalable EOC process that allows us to provide a flexible capability tailored to the event:

- Tier 1: Partial Activation -This involves limited numbers of Emergency Management and Emergency Support Function (ESF) Staff. A partial activation can be used for limited, short-term EOC activities.

- Tier 2: Full Activation - Full activation of the EOC generally involves 24-hour staffing by Emergency Management and ESF staff.



**In the event a lack of facilities or staff prevents Eaton from operating its Emergency Operations Center the Eaton Emergency Manager will coordinate making available Town staff available to support staffing the WC Emergency Operations Center.*

Jurisdictional issues and the limited resources of the Town of Eaton require Eaton to address the challenge of coordinating a peer-based network of partners. Unlike the clear lines of authority provided within the ICS structure, a peer-based network of response partners depends on a clear understanding of diverse roles, responsibilities, and authorities. Within this structure, **coordination is used in place of command**. The matrix of Emergency Support functions below provides an organizational structure of the network of response and recovery partners. **ESF 5-Emergency Management is responsible for activating and coordinating this structure and integrating it into the Incident Command System.** A detailed discussion of the Emergency Support Functions is provided in the ESF Section of the plan.

The following ESF matrix provides a quick cross-reference of resources, roles, and responsibilities supporting all-hazards/all-consequences response and recovery efforts in Eaton. The goal is to ensure the effective management of resources at all levels of response and to meet the needs at the lowest possible organizational level. Eaton must also be able to rapidly and effectively identify other ESF stakeholders outside of the Town of Eaton and ensure efficient means for the rapid elevation of un-met needs to the appropriate authorities and agencies at the county, state, and federal levels. In general, the Eaton Emergency Manager will facilitate the coordination of municipal resources and agencies in support of disaster response and recovery operations. If a need/request cannot be met with local resources, this shortfall will be identified by the designated lead agency of the ESF to Eaton Emergency Manager who will coordinate options for meeting shortfalls with Weld County Emergency Management.

USE OF THE ESF MATRIX

The matrix provides a quick reference tool to identify the respective role and relationships of the Town of Eaton and Weld County agencies to the Emergency Support Functions of all-hazards response and recovery. A more detailed description of Emergency Support Function, related activities, and the respective roles of the stakeholders is available in the next two sections of this plan.

Although Eaton may have no capabilities to perform some of the functions listed as Emergency Support Functions, it is important to know who will assume these duties.

L = Lead/Primary Responsibilities
U = Unified Responsibilities
S = Supporting Responsibilities

The letter "L" indicates the agency that is the designated primary or lead for all activities related to the specific ESF. These agencies have a statutory or functional responsibility to coordinate the activities of all agencies that have responsibilities under this ESF.

The letter "U" indicates the lead in accomplishing that ESF may be shared by more than one agency, or the lead may be situation dependent.

The letter "S" indicates other agencies that may have resources that could be used in support of the ESF. Agencies designated "L" or "U" are responsible for coordinating the efforts of agencies designated as "S" in support of the accomplishment of the ESF.

This matrix is a guideline for agencies with pre-designated roles. This should not restrict adaptation during disaster/emergency response and recovery.

It should also be noted that the ESFs are related. For example, ESF 13 - Evacuation, may need to coordinate with ESF 1a - Transportation and ESF 15 - Public Information.

Emergency Support Functions / Stakeholder	ESF 1a Transportation – People	ESF 1b Transportation - Material	ESF 2 Communications	ESF 3 Public Works & Engineering	ESF 4 Firefighting	ESF 5 Emergency Management	ESF 6 Mass Care & Assistance	ESF 7 Logistics & Resource Support	ESF 8a EMS & Hospitals	ESF 8b Public Health & Environment	ESF 8c Mental Health/Pastoral Care	ESF 8d Fatalities Management	ESF 9 Search & Rescue	ESF 10 Hazardous Material	ESF 11 Animal Welfare	ESF 12 Utilities and Commercial Services	ESF 13a Public Safety – Law Enforcement	ESF 13b Public Safety - Evacuation	ESF 14a Recovery – Damage Assessment	ESF 14b Recovery - Mitigation	ESF 15a External Affairs – Public Info	ESF 15b External Affairs–Warning
AGENCIES																						
Town Administrator/EM designee	S	S	S	S	S	U	S	L	S	S	S	S	S	S	S	L	S	S	S	L	L	U
Mayor						S		S								S			U	S	U	U
Board of Trustees						S		S											U	S	S	S
Town Clerk						S		S											U	S	U	U
Finance Director						S		S											S	S	S	S
Fire Dept	L		S		L	S	S	S	U	S	S	S	U	L	S	U		U	S	S	S	S
Weld County SO										S	S	S	S	S	U		S	S				S
Police Dept	L		S			S	S	S		S	L	S	S	S	U		L	U	S	S	S	S
Public Works		L	S	L	S	S		S		S			S	S	S	S	S	S	S	S		S
EMS	S					S	S			L	S	S	U	S				S				
Water Treatment/Sewage				S	S					S						S			S	S		
Animal Control		S				S				S			S	S	L		S	S	S			
Town Engineer				L	S											S			S	S		
WCRCC								S			S	S	S	S	S	S	S	S	S		S	S
Town Attorney						S													S	S	S	S
North Range Co Responder											S						S					
Eaton Re2 School District	S					S	S		S									S				
County Coroner					S							L		S								
Churches							S	S			S											
ALLO			S	S				S								S			S		S	
Atmos Natural Gas				S	S									S		S			S		S	
AT&T			S	S				S								S			S		S	
Verizon			S	S				S								S			S		S	
Xcel Energy				S	S									S		S			S		S	
Century Link			S	S												S			S		S	
Community Businesses		S						S								S			S			

Emergency Support Functions / Stakeholder	ESF 1a	ESF 1b	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8a	ESF 8b	ESF 8c	ESF 8d	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13a	ESF 13b	ESF 14a	ESF 14b	ESF 15a	ESF 15b
	Transportation – People	Transportation - Material	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care & Assistance	Logistics & Resource Support	EMS & Hospitals	Public Health & Environment	Mental Health/Pastoral Care	Fatalities Management	Search & Rescue	Hazardous Material	Animal Welfare	Utilities and Commercial Services	Public Safety – Law Enforcement	Public Safety - Evacuation	Recovery – Damage Assessment	Recovery - Mitigation	External Affairs – Public Info	External Affairs– Warning
MUTUAL AID, SERVICE AND VOLUNTER AGENCIES																						
American Red Cross						S	S	S			S		S						S		S	
Weld County Ambulance	S					S	S		S			S						S				
Salvation Army						S	S	S			S											
Regional Hazmat Team					S			S		S				S						S		
Weld County Animal Response Team (CART)		S						S					S	S	S		S	S				
Weld County Volunteers Active in Disasters	S	S	S				S	S			S		S						S			

Emergency Support Functions	ESF 1a	ESF 1b	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8a	ESF 8b	ESF 8c	ESF 8d	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13a	ESF 13b	ESF 14a	ESF 14b	ESF 15a	ESF 15b
	Transportation – People	Transportation - Material	Communications	Public Works & Engineering	Firefighting	Emergency Management	Mass Care & Assistance	Logistics & Resource Support	EMS & Hospitals	Public Health & Environment	Mental Health/Pastoral Care	Fatalities Management	Search & Rescue	Hazardous Material	Animal Welfare	Utilities and Commercial Services	Public Safety – Law Enforcement	Public Safety - Evacuation	Recovery – Damage Assessment	Recovery - Mitigation	External Affairs – Public Info	External Affairs– Warning
WELD COUNTY AGENCIES (See the Weld County EOP for details)																						
Weld County	S	S	L	S	S	U	S	S	U	L	**L**	**L**	**U**	S	S	U	L	U	S	S	U	U

The Town of Eaton has no capabilities for emergency responder Communications (ESF-2), Public Health and Environment (ESF 8b), Mental Health (ESF-8c), Fatalities Management (ESF 8d), or Public Safety/Law Enforcement (ESF 13a). Weld County agencies will provide the lead for the execution of these functions.

The Town of Eaton and Weld County agencies will coordinate the execution of Emergency Management (ESF-5), EMS & hospitals (ESF8a), Search and Rescue (ESF 9), Utilities and Commercial Services (ESF 12), Recovery/Damage Assessment (ESF 14a), External Affairs/Public Information (ESF 15a), and External Affairs/Communications (ESF 15b) as indicated by the emergency/disaster situation.																						
STATE AGENCIES (See the State EOP for details)																						
CO State	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
The State of Colorado's Emergency Operations Plan designates state lead agencies for each emergency support function. Colorado Division of Homeland Security and Emergency Management (DHSEEM) coordinates the emergency/disaster response, recovery, and mitigations activities of state agencies in support of community and county efforts. Request for state agency support may be established through functional relationships (e.g., Public Works, Road and Bridge, and the Colorado Department of Transportation) or in coordination with the Weld County Office of Emergency Management.																						

The Emergency Support Functions (ESF) outlined in this section are common emergency operations in most emergency and disaster incidents regardless of the type of hazard involved. A number of these functions are also implemented to some extent in the field using ICS incident management procedures. EOC activities in these areas should be undertaken in support of ICS measures in place and **in response to specific resource requests from the incident command staff**. All of the functions described in this section are potentially active EOC operations in the event of a large disaster or protracted government relief effort.

The Emergency Manager may direct the activation of an ESF. The Lead/Unified stakeholder of the ESF or the IC may also recommend its activation. Upon an activation of a specific ESF, the Lead or Unified stakeholders of the ESF are responsible for the coordination of activities with other stakeholders of the ESF as well as coordination with other ESFs.

G. DESIGNATED ROLES AND RESPONSIBILITIES

The primary goal of this plan is to ensure the effective use of local resources to address the consequences of disasters in the Town of Eaton. This plan must also take into consideration:

(1) Disasters do not limit themselves to specific jurisdictions
(2) Any community can be overwhelmed
(3) Any community can provide assistance
(4) Disaster response and recovery will be dependent on an effective partnership of local, county, state, federal agencies, and the private sector.
(5) Disaster situations require adaptive and innovative thinking and actions. Municipal employees and agencies may be called upon to perform non-routine tasks. This expectation is established through policies, plans, training, and exercises prior to disaster events.

In the event of a disaster event that exceeds Eaton local response capacity, the Weld

County Office of Emergency Management will coordinate requests for mutual aid activation, support from other municipalities, state, and federal assistance. In some cases (e.g., wildfire, severe weather, and public health emergencies), Eaton Emergency Manager will support the appropriate lead county agency as needed.
The following entities have the listed authorities relevant to emergency operations.

1. Town of Eaton AGENCIES

Town Administrator/Emergency Manager or their Designee

- **ESF 1a-Transportation of People:** Coordinate with supporting agencies for transportation resources needed for community evacuation efforts.
- **ESF 2-Communications:** Coordinate with Town departments to determine emergency response related communications needs. Identify these needs to the Weld County Regional Communication Center as required to resolve un-met needs during emergency/disaster response and recovery operations.
- **ESF 5-Emergency Management:** The Town Administrator is the designated Town Emergency Manager and lead for this emergency support function.
    - Activation of the Emergency Operations Plan and appropriate ESF coordinators.
    - Activation and management of the Town Department Operations Center (DOC).
    - Coordination and direction of the Town of Eaton emergency management activities with community, county, state, and federal agencies in support of emergency/disaster response and recovery efforts.
    - Approval and commitment of the Town of Eaton resources and funding for disaster/emergency response and recovery.
    - Issuance of directives to Town departments and personnel regarding changes in normal duties/work schedules, temporary reassignments, and employment of temporary workers, as needed.
    - Support emergency/disaster response, recovery and mitigation cost tracking, budgeting, analysis, and fiscal reporting.
    - Research what funds may be available or re-allocated in support of response and recovery activities.
    - Technical support to DOC staff and other Town personnel with respect to resource management, damage assessment, debris management, intergovernmental coordination, disaster recovery, hazard mitigation and other emergency management functions, as needed.
    - Establish and maintain communication with the Incident Command Post(s) during DOC operations.
    - Emergency situation assessment and recommendations to the (elected officials) concerning the need for local disaster declarations, travel restrictions, curfews, or other temporary social restrictions.
    - Establishment of communications with the Weld County Office of Emergency Management for purposes of providing situation reports and forwarding requests for county, state, and federal assistance.

    - Coordinate emergency management efforts with local, county, state, and federal counterparts as needed.
    - Assist in assessing the fiscal impact of disasters and catastrophic events on Town government and the local economy.
    - Plan maintenance, training, and exercises.
    - The Town Administrator/Emergency Manager has a supporting role for all emergency support functions of the Town of Eaton.
- **ESF 6-Mass Care and Sheltering:** The Town Emergency Manager is responsible for coordinating Mass Care and Sheltering activities within Eaton.
    - Coordinate the availability of facilities with supporting agencies.
    - Coordinate management, staffing and logistics for community shelters.
    - In the event of a community evacuation, the Town Emergency Manager will coordinate sheltering efforts with the WC Emergency Manager and host communities/facilities.
- **ESF 7-Logistics and Resource Support:** The Town Emergency Manager is responsible for coordinating logistical and resource support.
    - Approve requests for resources in support of response, recovery and mitigation operations that exceed routine spending authorities of Town departments.
    - Coordinate with Town departments and the Finance Director to ensure the provision of inventory control, resource tracking, record keeping, and documentation of disaster-related costs and financial commitments.
    - Coordinate the mobilization and direction of volunteer resources in support of response and recovery operations.
    - Activate Annex A (Donations Management), Annex B (Volunteer Management), and Annex C (Special Needs) as needed.
- **ESF 8a-EMS & Hospitals**: Request reporting on the number and disposition of victims from the Incident Command Post for the Situation Report.
- **ESF 8b-Pulic Health and Environment:** Support public health and environment efforts as requested by county and state public health agencies/authorities.
- ESF 8c-Mental Health and Pastoral Care: Request assistance in meeting the mental health needs of citizens and first responders.
- **Coordinate mental health practitioners and local pastoral care.**
- **ESF8d-Fatalities Management:** Communicate the probability of fatalities during community disaster events to the Weld County Coroner's Office.
    - Provide situational information and logistical support as needed for fatalities management.
- **ESF 10-Hazardous Material:** Support response and recovery effort efforts as requested.
- **ESF 12-Utilities and Commercial Services:** Support critical infrastructure protection and restoration as requested by emergency support function lead agency.
- **ESF 13b-Public Safety/Evacuation:** Coordinate the support of evacuation and mass care as requested by the Incident Commander.
    - Direct the evacuation, relocation of Town staff, records, and resources as needed to ensure the continuity of government.
- **ESF 14a-Recovery/Damage Assessment:** Coordinate the damage assessment

and community impact of disaster events on public and private property.

- Coordinate the collection and documentation of damage assessment information.
- Develop and update situation reports and damage assessment reports.
- Determine the need/eligibility of a Town Disaster Declaration
- Assess the fiscal damage to the town.
- Develop amended and future budgets to account for damages and losses due to an emergency or disaster.
- Supervise requests for county, state and federal assistance based on community damage assessments.
- Supervise the use, documentation and reporting associated with county, state and federal community recovery assistance.

- **ESF 14b-Recovery/Mitigation:** Coordinate pre- and post-disaster natural hazard mitigation efforts with local, county, state, and federal agencies.
    - Coordinate municipal participation in state and federal mitigation planning and grant programs.
    - Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.
- **ESF-15b-External Affairs/Communications:** The Town Emergency Manager will coordinate Intergovernmental liaison and initiate formal requests for outside assistance from other local jurisdictions and the county.
    - Coordinate and approve request for non-operational mutual aid (i.e., food, water, shelter, supplies, staffing).
    - Document expenses associated with mutual aid (either provided or received).
    - Report emergency/disaster mitigation, response and recovery efforts to appropriate county, state, and federal agencies and programs as needed/required.

<u>Assistant Town Administrator or their Designee</u>

- **ESF 5-Emergency Management:** Support the Town Emergency Manager as needed for the successful execution of this emergency support function (see ESF-5 under the Town Administrator section for details).
    - Assume the duties of the Emergency Manager in the absence of the Town Administrator.
    - Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation.
    - Coordinate volunteer activities with established service organizations and the Volunteer Organizations Active in Disaster VOAD (see Annex A-Volunteer Coordination)
- **ESF 7-Logistics and Resource Support:** Assist as needed in the acquisition, delivery and documentation of logistical and resource support during disaster response and recovery operations.

    - Coordinate and document approval of extraordinary expenses related to emergency/disaster mitigation, response, and recovery efforts.
    - Coordinate the management of donations (see Annex B-Donations Management).
- **ESF 12-Utilities and Commercial Services:** Coordinate with service providers and community businesses to ensure continuity of operations and rapid restoration and recovery.
    - Assess emergency/disaster consequences for community service providers and businesses.
    - Coordinate with other emergency support functions to assist in service/business continuity, response, recovery, and mitigation.
    - Document and report service/business continuity, response, recovery, and mitigation efforts and expenses.
- **ESF 14a- Recovery/Damage Assessment:** Assess and document the financial impact of emergency/disaster events on community services and businesses.
- **ESF 14b- Recovery/Mitigation:** Assess and document the financial impact of emergency/disaster mitigation and recovery efforts.
- **ESF 15a-External Affairs/Public Information:** Maintain situation awareness through coordination with municipal, county, state, federal, and private sector public warning and safety agencies.
    - Support coordinated public information activities as needed in the Joint Information Center/Joint Information System (JIC/JIS).
    - Act as the Town spokesperson to the media and public.

Board of Trustees

- **ESF 5-Emergency Management:** Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation.
    - Support the Town Emergency Manager as needed for the successful execution of this emergency support function (see ESF-5 under the Town Administrator section for details).
    - Assume the duties of the Emergency Manager (in the absence of Asst. Town Manager) in accordance with the order of seniority on the Board.
    - Support general decision-making and policy development in support of community disaster and catastrophic event preparedness, response, recovery, and mitigation.
    - Coordinate volunteer activities with established service organizations and the Volunteer Organizations Active in Disaster VOAD (see Annex A-Volunteer Coordination)
- **ESF 7-Logistics and Resource Support:** Assist as needed in the acquisition, delivery and documentation of logistical and resource support during disaster response, recovery and mitigation operations.
    - Coordinate and document approval of extraordinary expenses related to emergency/disaster mitigation, response, and recovery efforts.
    - Coordinate the management of donations (see Annex B-Donations

Management).

- **ESF 14a- Recovery/Damage Assessment:** Assist with the assessment and documentation the financial impact of emergency/disaster events on community services and businesses.
- **ESF 14b-Recovery/Mitigation:** Assist pre- and post-disaster natural hazard mitigation efforts with local, county, state, and federal agencies.
    - Coordinate municipal participation in state and federal mitigation planning and grant programs.
    - Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.
- **ESF 15a-External Affairs/Public Information:** Maintain situation awareness through coordination with municipal, county, state, federal, and private sector public warning and safety agencies.
    - Support coordinated public information activities as needed in the Joint Information Center/Joint Information System (JIC/JIS).
    - Act as the Town spokesperson to the media and public.

Town Clerk/Deputy/Assistant

- **ESF 5-Emergency Management:** Assist the Emergency Manager to develop a situation assessment and coordinate DOC operations in support of community response and recovery.
- **ESF 6-Mass Care & Assistance:** Assist the Emergency Manager with the coordination of facilities, staffing, and logistics for mass care and assistance.
- **ESF 7-Logistics**: Assist the Emergency Manager to contact essential local businesses (grocery stores, gas stations, fuel suppliers) to determine the availability of local goods and services.
- **ESF12-Utilities and Commercial Services**: Assist the Emergency Manager to contact essential local businesses (grocery stores, gas stations, fuel suppliers) to determine support needs for continuity and restoration of business operations.
- **ESF 14a/b Recovery**: Assist the Emergency Manager to coordinate assistance to essential local business to support mitigation, continuity of operations, restoration, and recovery.
- **ESF 14a Recovery/Damage Assessment:** Assist the Emergency Manager with the initial community damage assessment.
- **ESF 15a-External Affairs/Public Information:** Coordinate with county, state and federal public information officers to ensure timely and accurate information sharing in support of effective public information efforts.

Eaton Town Finance Director

- **ESF 5-Emergency Management:** Monitor and document all emergency/disaster related expenses.
- **ESF 7-Logistics and Resources**: Procure emergency/disaster related supplies and materials and administer vendor contracts for emergency services and equipment.

- **ESF 14a-Recovery/Damage Assessment:** Work with other municipal agencies to assess and document the value of lost or damaged assets.
    - Assess the impact of emergency/disaster events on municipal revenues
- **ESF 14b-Recovery/Mitigation:** Assist in recovery and mitigation efforts through the documentation of grants and expenses.

Eaton Fire Protection District

- **ESF 2-Communications:** Coordinate with the Emergency Manager to determine emergency response related communications needs. Identify these needs to the Weld County Regional Communications Center as required to resolve un-met needs during disaster response and recovery operations.
- **ESF 4-Firefighting:** Direct all functions relating to fire prevention to minimize loss of life and property.
    - Provide broad base of technical expertise and coordinated technical response.
    - Ensure operational efficiency and safety of fire response operations.
- **ESF 5-Emergency Management:** Establish on-scene Incident Command Post (ICP) and maintain continuous communications and coordination with Weld County Emergency Operations Center and Town EOC personnel as needed.
    - Coordinate with fire department/municipal authorities as needed for response, recovery and mitigation operations.
- **ESF 6-Mass Care and Assistance:** Request Town EOC assistance with the establishment and operations of mass care and assistance facilities as needed.
    - Assist with the establishment and operations of mass care facilities as need.
- **ESF 7-Logistics and Resources:** Coordinate and exercise a mutual aid agreement with adjacent districts.
    - Support the documentation and reporting of emergency/disaster related expense incurred by the Town and mutual aid emergency/disaster operations.
- **ESF 8a-EMS & Hospitals:** Provide on-scene triage and treatment, and enroute emergency medical treatment of victims.
    - Coordinate patient tracking with EMS agencies.
    - Provide information on the number and disposition of victims to the EOC.
- **ESF 8b-Public Health and Environment:** Identify and report suspected public health and environment issues to the Weld County Department of Public Health and Environment.
    - Report hazardous materials events as required by state and federal regulations.
    - Assist public health and environment agencies as requested.
- **ESF 8d-Fatalities Management:** Ensure timely notification of the Weld County Coroner's Office when fatalities are discovered or anticipated.
    - Assist in the access and removal of fatalities as requested by the Weld County Coroner's Office.
- **ESF 9-Search and Rescue:** Direct and conduct search and rescue operations in coordination with other appropriate response agencies.
- **ESF 10-Hazardous Materials:** Provide hazardous materials response in cooperation with the Weld Hazardous Materials Authority and the Weld Sheriff's Office.
    - Coordinate the initial response to hazardous materials events.

    - Assess and direct community protective actions in response to hazardous materials events.
    - Identify, contain, and control the specific substance(s) while operating under the auspices of the member organizations.
    - Augment hazardous materials response.
    - Provide oversight of cleanup of hazardous materials accidents or releases.
    - Ensure operational efficiency and safety.
- **ESF 11-Animal Welfare:** Assist Animal Control rescue and decontamination efforts as needed.
- **ESF 12-Utilities and Commercial Services:** Provide assistance, advice, and safety inspection support to utility service providers and local businesses to ensure rapid and safe restoration of services.
- **ESF 13b-**Public Safety/Evacuation: Coordinate and direct public safety evacuations efforts as needed.
    - Identify and assess hazards that pose a threat to public safety.
    - Coordinate evacuation routing with appropriate agencies.
    - Coordinate transportation and sheltering efforts with the EOC.
- **ESF 14a-Recovery/Damage Assessment:** Assist the Emergency Manager with the initial community damage assessment.
- **ESF 14b-Recovery/Mitigation:** Assist pre-disaster and post-disaster natural hazard mitigation efforts with local, county, state, and federal agencies.
    - Support municipal participation in state and Federal mitigation planning and grant programs.
    - Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.
- **ESF 15a-External Affairs/Public Information:** Support coordinated public warning and information activities as needed.
    - Recommend appropriate public protective actions.
    - Support all-hazards public warning as necessary.

ESF 15a-External Affairs/Communications: Request and coordinate first response related mutual aid as needed.

<u>Eaton Police Department</u>

- **ESF 2-Communications:** Coordinate with the Emergency Manager to determine emergency response related communications needs. Identify these needs to the Weld County Regional Communication Center as required to resolve un-met needs during disaster response and recovery operations.
- **ESF 5-Emergency Management:** Establish on-scene Incident Command Post (ICP) and maintain continuous communications and coordination with Weld County Incident Command Post and Town EOC personnel as needed.
    - Coordinate with fire department/municipal authorities as needed for response, recovery and mitigation operations.
- **ESF 6-Mass Care and Assistance:** Request Town EOC assistance with the establishment and operations of mass care and assistance facilities as needed.

    - Assist with the establishment and operations of mass care facilities as need.
- **ESF 7-Logistics and Resources:** Coordinate and exercise a mutual aid agreement with Sheriff's Office.
    - Support the documentation and reporting of emergency/disaster related expense incurred by the Town and mutual aid emergency/disaster operations.
- **ESF 8b-Public Health and Environment:** Identify and report suspected public health and environment issues to the Weld County Department of Public Health and Environment.
    - Report hazardous materials events as required by state and federal regulations.
    - Assist public health and environment agencies as requested.
- **ESF 8d-Fatalities Management:** Ensure timely notification of the Weld County Coroner's Office when fatalities are discovered or anticipated.
    - Assist in the access and removal of fatalities as requested by the Weld County Coroner's Office.
- **ESF 9-Search and Rescue:** Direct and conduct search and rescue operations in coordination with other appropriate response agencies.
- **ESF 10-Hazardous Materials:** Provide hazardous materials response in cooperation with the Weld Hazardous Materials Authority and the Weld Sheriff's Office.
    - Assess and direct community protective actions in response to hazardous materials events.
    - Augment hazardous materials response.
    - Ensure operational efficiency and safety.

- **ESF 11-Animal Welfare:** Assist Animal Control rescue and decontamination efforts as needed.
- **ESF 12-Utilities and Commercial Services:** Provide assistance, advice, and safety inspection support to utility service providers and local businesses to ensure rapid and safe restoration of services.
- **ESF 13a-**Public Safety/Law Enforcement: Provide law enforcement for the community
    - Coordinate with Sheriff's Office
    - Provide security for other emergency personnel
    - Coordinate efforts to minimize looting and other theft
- **ESF 13b-**Public Safety/Evacuation: Coordinate and direct public safety evacuations efforts as needed.
    - Identify and assess hazards that pose a threat to public safety.
    - Coordinate evacuation routing with appropriate agencies.
    - Coordinate transportation and sheltering efforts with the EOC.
- **ESF 14a-Recovery/Damage Assessment:** Assist the Emergency Manager with the initial community damage assessment.
- **ESF 14b-Recovery/Mitigation:** Assist pre- and post-disaster natural hazard mitigation efforts with local, county, state, and federal agencies.
    - Support municipal participation in state and Federal mitigation planning and grant programs.
    - Work with supporting agencies to identify and implement cost effective mitigation strategies to address primary community hazards and vulnerabilities.

- **ESF 15a-External Affairs/Public Information:** Support coordinated public warning and information activities as needed.
    - Recommend appropriate public protective actions.
    - Support all-hazards public warning as necessary.
- **ESF 15a-External Affairs/Communications:** Request and coordinate first response related mutual aid as needed.

Eaton Public Works Department

- **ESF 1b-Transportation/Material:** Provide heavy transportation and hauling assets as needed in support of response, recovery and mitigation operations.
- **ESF 2-Communications:** Coordinate with the Emergency Manager to determine emergency response related communications needs. Identify these needs to the Weld County Regional Communication Center as required to resolve un-met needs during disaster response, recovery and mitigation operations.
- **ESF 3-Public Works and Engineering:** Remove debris from public property and clear public roads and rights-of-way,
    - Direct street/route recovery operations, with priority assigned to critical emergency services lifelines.
    - Maintain all Town roads in support of the movement of response, recovery and mitigation resources, commerce, and the general public.
    - Provide debris management for Town facilities.
    - Restore damaged roads and bridges and other related infrastructure.
    - Engineering and design support to the reconstruction of roads, bridges, and storm water facilities.
    - Maintenance of Town buildings, building grounds, and building utility systems
    - Support community debris removal, storage, and disposal efforts.
- **ESF 4-Firefighting**: Provide technical assistance and material support to firefighting efforts as needed.
- **ESF 5-Emergency Management:** Provide EOC staffing as needed in support of response and recovery activities.
    - Support Situation and Damage Assessment information collection and reporting.
- **ESF 7-Logistics and Resources:** Provide equipment, material and staff as needed in support of response and recovery operations.
    - Document and report expenses related to emergency and disaster response, recovery and mitigation operations.
    - Reception and integration of external road and bridge resources
    - Assist with the storage of donated goods.
- **ESF 8b-Public Health and Environment:** Identify suspected public health and environment issues to the Weld County Department of Public Health and Environment.
    - Assist Public Health and Environment efforts as requested.
- **ESF 9-Search and Rescue:** Provide personnel and heavy equipment in support of search and rescue operations.
- **ESF 10-Hazardous Materials:** Provide hazardous material response assistance as needed/requested.
- **ESF 11-Animal Welfare:** Assist Animal Control with transportation, housing, and care

of animals.

- **ESF 12-Utilities and Commercial Services:** Coordinate with utilities service providers and local business to establish snow/debris removal in support of service restoration priorities.
- **ESF 13a-Public Safety/Law Enforcement:** Provide material support and assistance as requested in support of law enforcement efforts.
- **ESF 13b-Public Safety/Evacuation:** Support traffic management efforts in support of evacuation routes.
  - Provide barriers and traffic/evacuation management support.
- **ESF 14a-Recovery/Damage Assessment:** Survey and assess damages and cost estimates for the restoration of roads, bridges, and storm water drainage facilities.
- **ESF 14b-Recovery/Mitigation:** Provide technical expertise and advice on appropriate pre- and post-disaster mitigation options.
  - Damage mitigation and restoration of public facilities, services, and utilities.
  - Provision of personnel, equipment, supplies, and materials for flood control and flood hazard mitigation measures.
  - Support to mitigation efforts as needed.
- **ESF 15a-External Communications/Public Information:** Deploy mobile road message boards in support of public warning and communications.

<u>Eaton Water Distribution/Waste Water Supervisor</u>

- **ESF 3-Public Works and Engineering:** Assess potential impacts of disasters of water infrastructures.
- **ESF 4-Firefighting:** Provide technical expertise and support as requested in support of firefighting efforts.
- **ESF 8b-Public Health and Environment:** Report suspected public health and environment issues to the Weld County Department of Public Health and Environment.
  - Coordinate with Weld County Public Health and Environment to assess disaster impacts on water infrastructures.
- **ESF 14a-Recovery/Damage Assessment:** Assess damage to water infrastructure and initiate recovery and restoration efforts.
- **ESF 14b-Recovery/Mitigation:** Implement mitigation strategies to minimize the impacts of disaster of water infrastructure.
  - Initiate post-disaster mitigation efforts for water and sanitation infrastructures.

<u>Eaton Animal Control Department</u>

- **ESF 1b-Transportation/Material:** Provide animal transport resources and assistance.
- **ESF 5-Emergency Management:** Provide EOC staffing as needed in support of response and recovery activities.
  - Support Situation and Damage Assessment information collection and reporting.
- **ESF 8b-Public Health and Environment:** Provide for the **c**ollection and disposal of dead animals from public property.

- **ESF 9-Search and Rescue:** Support animal search and rescue.
- **ESF 10-Hazardous Materials:** Support animal rescue and decontamination.
- **ESF 11-Animal Welfare:** Direct and coordinate the rescue, transport, care, and sheltering of animals impacted by disaster events.
- **ESF 13a-Public Safety/Law Enforcement:** Provide technical assistance and support as requested by law enforcement**.**
- **ESF 13b-Public Safety/Evacuation:** Provide technical assistance and support for the evacuation of animals.

Eaton Town Engineer

- **ESF 3-Publics Works and Engineering:** Provide technical assistance and advice to public works and engineering mitigation, response, and recovery efforts.
- **ESF 10-Hazardous Materials:** Provide technical assistance and advice in support of hazardous materials mitigation, response, and recovery efforts.
- **ESF 12-Utilities and Commercial Services:** Provide technical assistance and advice in support of utility and commercial service restoration.
- **ESF 14a-Recovery/Damage Assessment:** Provide technical assistance and advice in support of community damage assessment and recovery efforts.
- **ESF 14b-Recovery/Mitigation:** Provide technical assistance and advice in support of community disaster mitigation planning and projects.

Eaton Town Attorney

- **ESF 5-Emergency Management:** Support general decision-making and policy development in support of community emergency, disaster and catastrophic event preparedness, response, recovery, and mitigation.

Eaton RE2 School District

- **ESF 1a-Transportation/People:** Provide buses for evacuation and transportation when needed.
- **ESF 5-Emergency Management:** Support EOC activation and operations as needed.
- **ESF 6-Mass Care and Sheltering:** Coordinate with Eaton EOC, fire departments/fire protection districts, in cooperation with American Red Cross, to provide schools as temporary shelters, when needed.
- **ESF 8a-EMS and Hospitals:** Support field hospital and triage operations.
- **ESF 14a-Recovery/Damage Assessment:** Assess disaster impacts on public education facilities.

Community Churches

- **ESF 6-Mass Care and Sheltering:** Coordinate with Eaton EOC, fire departments/fire protection districts, in cooperation with American Red Cross, to provide churches as temporary shelters, when needed.

- **ESF 7-Logistics and Resources:** Assist with donations management and volunteer coordination.
- **ESF 8c-Mental Health/Pastoral Care:** Support community mental health and spiritual well-being through pastoral care.

Natural Gas Utility

- **ESF 3-Public Works and Engineering:** Coordination and mutual assistance with public works and engineering to restore critical infrastructures.
- **ESF 4-Firefighting:** Provide technical advice and assistance to firefighting operations.
- **ESF 10-Hazardous Materials:** Provide technical advice and assistance to hazardous materials operations.
- **ESF 12-Utilities and Commercial Services:** Coordinate the continuity of operations and rapid, safe restoration of natural gas service.
- **ESF 14a-Recovery/Damage Assessment:** Provide technical advice and assistance to community damage assessment efforts.
- **ESF 15a-External Affairs/Public Information:** Support public information efforts with timely updates on natural gas service restoration and public safety.

Energy Utility

- **ESF 3-Public Works and Engineering:** Support as needed with public works and engineering to restore critical infrastructures.
- **EESF 4-Firefighting:** Provide technical advice and assistance to firefighting operations.
- **EESF 10-Hazardous Materials:** Provide technical advice and assistance to hazardous materials operations.
- **ESF 12-Utilities and Commercial Services:** Coordinate the continuity of operations and rapid restoration of electrical service.
- **EESF 14a-Recovery/Damage Assessment:** Provide technical advice and assistance to community damage assessment efforts.
- **ESF 15a-External Affairs/Public Information:** Support public information efforts with timely updates on electrical service restoration and public safety.

Communication Utility (Telephone/ISP)

- **ESF 2-Communications:** Provide technical assistance to ensure the availability of communication in support of disaster response, recovery, and mitigation activities.
- **ESF 3-Public Works and Engineering:** Support as needed with public works and engineering to restore critical infrastructures.
- **ESF 4-Firefighting:** Provide technical advice and assistance to firefighting operations.
- **EESF 12-Utilities and Commercial Services:** Coordinate the continuity of operations and rapid restoration of telecommunication services.

- **ESF 14a-Recovery/Damage Assessment:** Provide technical advice and assistance to community damage assessment efforts.
- **ESF 15a-External Affairs/Public Information:** Support public information efforts with timely updates on telecommunications service restoration.

Community Businesses

- **ESF1b-Transportation/Material:** Local businesses have a wide range of transportation resources (see resource list).
- **ESF 7-Logistics and Resources:** Support Eaton Emergency Operations Staff's efforts to purchase or contract local logistical support to disaster operations.
- **ESF 12-Utilities and Commercial Services:** Take appropriate measures to ensure business continuity and the rapid restoration of commercial activities in support of community response and recovery activities.
- **ESF 14a-Recovery/Damage Assessment:** Provide information on damage, loss of inventory, and business impacts in support of the community damage assessment process.

Private Sector/Critical Infrastructure

The private sector is a key partner in community response, recovery, and mitigation. Eaton Emergency Manager, or designee, will coordinate with these partners to ensure the continuity, preservation, and rapid restoration of basic services needed to enable our citizens to be as self-sufficient as possible. The following are key local businesses/CI partners:

Local Business*	Emergency Contact	Location	Service/Resource	ESF
ATMOS	866-322-8667 911	Greeley, Co	Natural Gas	ESF 12
XCEL Energy	800-895-1999 (outage) 800-895-2999 or 911 (gas emergency)	Greeley, Co	Electricity	ESF 12
Century Link	877-348-9005 (int) 877-348-9007 (phone)	Eaton, Co	Telephone	ESF 12
Heritage Market	970-397-1864 (Brandon Rohn)	Eaton, Co	Food/Water/Dry Goods	ESF 7
U-Fill-It/ Sinclair	970-454-3852	Eaton, Co	Gasoline/Diesel/Food/Dry Goods	ESF 7
Sky Shop	970-454-2981	Eaton, Co	Gasoline/Diesel/Food/Dry Goods	ESF 7
Agland Inc.	970-454-4004	Eaton, Co	Livestock Supplies Home Heating Fuel	ESF 7
Goodell Machinery &	970-825-0423	Eaton, Co	Heavy Equipment, Trucks	

Construction				
Ace Hardware	970-454-2542	Eaton, Co	Building Supplies	ESF 7

- *Please see the community resource guide for additional vendors and service providers.

- During disaster response and recovery operations, the Eaton Emergency Manager will work closely with these community partners to:
  (1) Coordinate those services and resources that are essential to response and recovery of their operations.
  (2) Restore services essential for effective response and recovery operations.
  (3) Coordinate and prioritize efforts to access and restore damaged critical infrastructure.
  (4) Assess and document damages.
- These activities will be coordinated primarily under ESF 7 and ESF 12 in support of other ESF activities as needed.
- Town departments will make purchases in accordance with normal procedures and limits. Non-routine purchases related to community disaster operations will be requested through the Emergency Operations Center. **It is essential that documentation for all emergency/disaster related purchases be documented and reported to the Town emergency operation center (ESF 7).**

Municipal agencies will seek to identify and resolve emergency/disaster related situations at the lowest organizational level possible. However, the human, material, and fiscal limitations of a small community require a proactive and effective approach to recognizing local limitations and requesting mutual aid and county, state and federal assistance. The ICS and the ESF structure of this plan provide a framework for the activation and coordination of these efforts.

2. MUTUAL AID, SERVICE AND VOLUNTEER AGENCIES

The Town of Eaton depends on the response of several local level mutual aid agencies. First response agency mutual aid will be requested through the Weld County dispatch center. Representatives from these agencies may or may not be available to support the operations of the Eaton EOC. However, the ESF coordinators staffing the Eaton EOC should be aware of these agencies and their roles in community disaster response. When these agencies are supporting response and recovery operations in Eaton, the Eaton EOC will work closely with the Incident Command Post to ensure support is provided to these response and recovery partners.

American Red Cross

- **ESF 5-Emergency Managemen**t: Support EOC operations as needed.
- **ESF 6-Mass Care and Assistance:** Provision of immediate assistance to disaster victims, including shelter, clothes, physical health referrals.
  - Establishment and management of emergency shelters for mass care including registration, feeding, lodging, and responding to public inquiries concerning

shelter residents.

- **ESF 7-Logistics and Resource Support:** Provision of food, beverages, and other assistance to emergency response personnel and emergency relief workers and citizens impacted by disaster events.
    - Coordinate the management of donated goods, including cash, food, cleaning supplies, blankets, building materials, tools, work gloves, toiletries, and personal items with other agencies.
- **ESF 8c-Mental Health and Pastoral Care:** Provide mental health referrals to disaster victims.
- **ESF 14a-Recovery/Damage Assessment:** Support initial community damage assessment efforts when requested ("windshield damage assessment").
- **ESF 15a-External Affairs-Public Information:** Participate in public information efforts and the Joint Information Center/Joint Information System (JIC/JIS).

Weld County Ambulance

- **ESF 1a-Transportation/People:** Support patient and special needs population transport/management during disasters.
- **ESF 5-Emergency Management:** Provide summary information on numbers, conditions, and disposition of patients in support of community Situation Reporting.
- **ESF 8a-EMS & Hospitals:** Provide on-scene triage, care, and en route emergency medical treatment of victims.
    - Support patient tracking and documentation by the ICP and EOC.
- **ESF 8d-Fatalities Management:** Assist the county coroner as requested.
- **ESF 13b -Evacuation:** Support the evacuation of special needs population as needed.

Salvation Army

- **ESF 5 Emergency Management:** Upon request of the ESF 6 Coordinator, provide qualified Agency Representatives to the Emergency Operations Center if required.
    - Provide timely information on The Salvation Army field operations to the ESF 6 Coordinator on a frequency identified at the time of the disaster.
- **ESF 6 Mass Care and Assistance:** Work with community agencies and other service organizations to meet the needs of victims and first responders.
    - Respond to disasters in the community by conducting mass care activities (primarily mass feeding) in accordance with Salvation Army policies and procedures.
    - Be prepared to establish and operate hydration stations as requested subject to available resources.
    - Be prepared to establish and operate 2-3 fixed feeding locations at a base camp or elsewhere.
- **ESF 7 Logistics and Resources:** Provide meal counts, excluding snack on a daily basis to the ESF 6 Coordinator.
- **ESF 8c Mental Health/Pastoral Care:** Provide emotional support, emergency financial assistance, and spiritual care assistance where required and if resources

are available.

Greeley Regional Hazmat Team

- **ESF 4-Firefighting:** Augment the initial on-scene hazardous materials response.
    - Provide broad base of technical expertise and coordinated technical response.
- **ESF 7-Logistics and Resource Support:** Identify mutual-aid and resource needs to the ICP.
- **ESF 8b-Public Health and Environment:** Augment the initial on-scene hazardous materials response.
    - Provide expert recommendations on appropriate protective measures for first responders and the public to the Incident Commander
- **ESF 10-Hazardous Materials:** Respond to hazardous materials events when requested.
    - Augment the initial on-scene hazardous materials response.
    - Provide expert recommendations on appropriate protective measures for first responders and the public to the Incident Commander.
    - Provide broad base of technical expertise and coordinated technical response.
    - Provide oversight of cleanup of hazardous materials accidents or releases.
- **ESF 13a-Public Safety/Evacuation:** Provide expert recommendations on appropriate protective measures for first responders and the public to the Incident Commander.
    - Provide broad base of technical expertise and coordinated technical response.
- **ESF 14b-Recovery/Mitigation:** Provide initial post-release environmental assessment to support long-term mitigation by county, state, and federal public health and environment agencies.

Weld County Animals Response Team (CART)

- **ESF 1b-Transportation/Material:** Provide animal transport resources and assistance.
- **ESF 8b-Public Health and Environment:** Provide for the collection and disposal of dead animals from public property.
- **ESF 9-Search and Rescue:** Support animal search and rescue.
- **ESF 10-Hazardous Materials:** Support animal rescue and decontamination.
- **ESF 11-Animal Welfare:** Assist with the rescue, transport, care, and sheltering of animals impacted by disaster events.
- **ESF 13a-Public Safety/Law Enforcement:** Provide technical assistance and support as requested by law enforcement**.**
- **ESF 13b-Public Safety/Evacuation:** Provide technical assistance and support for the evacuation of animals.

Volunteers Organizations Active in Disasters (VOAD)

The VOAD coordinates the mobilization of a diverse network or service and volunteer organizations in support of community disaster response and recovery operations. The Weld County Office of Emergency Management maintains an ongoing working relationship with the VOAD and will call upon these organizations as needed and appropriate to support community disaster response and recovery operations. In general, VOAD organization assist with the following emergency support functions.

- **ESF 1a-Transportation/People:** Volunteer organizations may be able to support some community needs such at limited all-weather transportation during winter storms.
- **ESF 1b-Transportation/Material:** Volunteer organizations may be able to support some community needs such as limited all-weather transportation during winter storms.
- **ESF 2-Communications:** Amateur Radio Emergency Services (ARES) may assist, and support community response and recovery operations as requested through the WC OEM.
- **ESF 5-Emergency Management:** Assist with the coordination of planned and spontaneous volunteers (see Annex A-Volunteer Coordination)
- **ESF 6-Mass Care and Assistance:** Various volunteer organizations may coordinate or augment the operations of shelters and assistance to victims of disasters.
- **ESF 7-Logistics and Resources:** Assist with the coordination of the management of donations (see Annex B-Donations Management).
- **ESF 8c-Mental Health and Pastoral Care:** Assist mental health and pastoral care as appropriate.
- **ESF 9-Search and Rescue:** Assist search and rescue operations under the supervision and direction of first response agencies.
- **ESF 14a-Recovery/Damage Assessment:** Assist with damage assessment efforts as requested.

Spontaneous volunteers should be directed to establish volunteer organizations when possible and integrated into community recovery and mitigation efforts per Annex A-Volunteer Coordination of the plan.

3. WELD COUNTY AGENCIES

Weld County assumes responsibility for several Emergency Support functions in which Eaton has little or no operational capability or statutory authority. These functions will be coordinated through existing ICS and operational procedures. The Incident Command Post or the Eaton Emergency Manager will forward request for support in these ESFs to the Weld County Emergency Operations Center. (See ESF-7)

Lead County Agencies (See the Weld County EOP for details):

- **ESF 1a-Transportation/People: Weld County Sheriff's Office**
- **ESF 1b-Transportation/Material: Weld County Road and Bridge Department**
- **ESF 2-Communications: Weld County Regional Communications Center**
- **ESF 4-Firefighting: Authority Having Jurisdiction within the Weld County**

Mutual / Automatic Aid agreements for Fire Protection District and Municipal Fire Protection Response

- **ESF 5-Emergency Management: Weld County Emergency Management**
- **ESF 6-Mass Care and Assistance: Weld County Social Services**
- **ESF 8a-EMS and Hospitals: GMR, UCHealth and Banner**
- **ESF 8b-Public Health and Environment: Weld County Department of Public Health and Environment**
- **ESF 8c-Mental Health and Pastoral Care: North Range Behavioral Health**
- **ESF 8d-Fatalities Management: Weld County Coroner's Office**
- **ESF 9-Search and Rescue: Weld County Sheriff's Office**
- **ESF 10-Hazardous Materials: Regional Hazmat Team**
- **ESF 12-Utilities and Commercial Services: Utility Companies**
- **ESF 13a-Public Safety/Law Enforcement: Weld County Sheriff's Office**
- **ESF 13-Public Safety/Evacuation: Weld County Sheriff's Office**
- **ESF 14a-Recovery/Damage Assessment: Weld County Damage Assessment Team (Emergency Management)**
- **ESF 15a-External Affairs/Public Information: Weld County Public Information Department/ PIO**
- **ESF 15b-External Affairs/Warning: Weld County Regional Communications Center**

4. STATE AGENCIES

The Colorado Division of Homeland Security and Emergency Management DHSEM and Department of Local Affairs coordinates the State's emergency operations. In general, community preparedness, mitigation, response, and recovery activities will be coordinated through the Weld County Office of Emergency Management. A state liaison officer may deploy as needed to work directly with communities.

The purpose of the State of Colorado Emergency Operations Plan (SEOP) is to identify the roles, responsibilities, and actions of State government in disasters. Emergency operations plans address the ability to direct, control, coordinate, and manage emergency operations. Each level of government should respond to an incident using its available resources, to include the use of mutual aid, and may request assistance from the next higher level of government if required (i.e., municipality to county; county to State, State to Federal government). When local government capabilities are taxed, state government has resources and expertise available to provide emergency or disaster assistance.

The State will modify normal operations and redirect resources to assist and support local governments in saving lives, relieving human suffering, sustaining survivors, protecting property, and reestablishing essential services. The SEOP provides direction to State agencies and some volunteer agencies in responding to emergencies or disasters. It delineates emergency response procedures, responsibilities, lines of

authority, and continuity of Government. The format is compatible to the National Response Plan (NRP) by using a functional approach to providing assistance. In this functional approach, emergency support functions, i.e., transportation, communications, information, and planning, etc., have been assigned to a lead State agency with other departments in supporting roles.

Lead State Agencies (See the State EOP for details):

- **ESF 1-Transportation:** Department of Transportation
- **ESF 2-Communications:** Office of Information Technology
- **ESF 3-Public Works & Engineering:** Department of Transportation
- **ESF 4-Firefighting:** Division of Fire Prevention and Control
- **ESF 5-Emergency Management:** Division of Homeland Security and Emergency Management (Local Affairs)
- **ESF 6-Mass Care and Assistance:** Division of Human Services (Local Affairs)
- **ESF 7-Logistics and Resources:** Division of Homeland Security and Emergency Management (Local Affairs)
- **ESF 8-Public Health and Medical Services:** Department of Public Health and Environment
- **ESF 9-Search and Rescue:** Division of Homeland Security and Emergency Management (Local Affairs)
- **ESF 10-Hazardous Materials:** Colorado State Patrol
- **ESF 11-Agriculture and Natural Resources:** Department of Agriculture
- **ESF 12-Energy:** Electricity, Coal, Natural gas- CO Public Utilities Commission; Liquid Fuels: Colorado Energy Office
- **EESF 13-Public Safety/Law Enforcement:** Colorado State Patrol
- **ESF 14-Long-Term Recovery and Mitigation:** Private Sector Coordination-Division of Homeland Security and Emergency Management
- **ESF 15-External Affairs:** Division of Homeland Security and Emergency Management

H. PLAN MAINTENANCE, TRAINING AND EXERCISE

Authority for maintenance and regular updates of this plan rests with Eaton Emergency Manager. The Emergency Manager will conduct exercises and training sessions to ensure that provisions of the plan are well understood by all departments and organizations with assigned responsibilities.

Staff participation in periodic exercises provides the best opportunities for refining plans and procedures in preparation for actual disaster and emergency events. Multi-agency and multi-jurisdictional exercises will be coordinated by the Emergency Manager.

Basic National Incident Management System training (IS-100, IS-200, IS-700 and IS-800) is available at http://training.fema.gov/IS/NIMS.asp. Training requirements for NIMS compliance will be reviewed annually and the Town Emergency Manager will maintain documentation.

Checklist for Plan Maintenance, Training and Exercises

1. Ensure that NIMS policies and procedures are communicated to all municipal employees that may become involved in emergency response operation.
2. Provide NIMS training and exercise opportunities to all departments/agencies/organizations with emergency management responsibilities.
3. Encourage all departments/agencies/organizations with emergency responsibilities to develop and maintain current internal procedures for carrying out assigned functions, where appropriate.
4. Participate in multi-department, multi-agency, and multi-jurisdictional exercises to improve coordination and reduce overall training costs.
5. Establish procedures for distributing plan revisions to all departments/agencies/organizations with assigned responsibilities.
6. Apply the Homeland Security Exercise and Evaluation Program Guidance to our exercise and process improvement efforts.

IV. EMERGENCY SUPPORT FUNCTIONS (ESFs)

Emergency Support Functions (ESFs) provide a common framework for all-hazards response and recovery. The 15 ESFs listed below reflect the ESF structure in the National Response Framework. ESF definitions have been modified to better fit the

capabilities of the Town of Eaton. The ESF structure and matrix is intended to provide an outline of actions required to address the consequences of disasters. Although several of the ESFs are primarily focused on response, other ESFs provide a range of support functions to both response and recovery**. ESF 5 - Emergency Management is responsible for the overall coordination of the Emergency Support Functions.**

Lead/Primary and support agencies have been identified for each ESF. It is the responsibility of the **"Lead-(L)"** agency to coordinate the efforts of support agencies to meet the roles and responsibilities assigned to each ESF. In some cases, the possible lead agencies are identified as having a **"Unified- (U)"** responsibility. Although the Emergency Manager may initially designate the lead agency, this role may be shifted to meet the operational need of response and recovery efforts. All designated ESF stakeholders will remain involved in support roles as needed. Agencies that do not have designated roles within a given ESF may be integrated as needed to address the situation. **The ESFs are interdependent;** for example, ESF 1 - Transportation will be called upon by other ESF coordinators to assist with transportation support for the movement of personnel, equipment, supplies and animals**. The structure and roles outlined in this plan are intended to provide a flexible foundation that can be adapted as needed.**

The ESF matrix provided earlier in this plan provides a quick reference summary of the ESF structure and the respective roles of town, county, state, federal, and private sector stakeholders. The following ESF descriptions provide additional details regarding these roles and responsibilities during disaster events.

ESF 1a – Transportation of People

Definition: Provide for coordination, control, and allocation of transportation resources in support of relocation of people to a safe location outside of the hazard area.

Activation Criteria: The Emergency Manager will activate this ESF as needed to meet established or anticipated transportation needs during disaster response and recovery operations.

Lead Agency: Eaton Emergency Manager

Supporting Agencies: RE2 School District, GMR Paramedic Services, Weld County Volunteers Active in Disaster

Roles and Responsibilities: Source, track, and document transportation resources in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF 1a – Transportation of People Checklist

1. Open a transportation resource request/tracking log. (Emergency Manager)
2. Establish contact/coordination with the Incident Command Staff(s). (EM)
3. Determine current and anticipated transportation resource needs based on information provided by the IC staff. (EM)
4. Contact supporting agencies to determine the availability to transportation resources to meet current and anticipated transportation needs. (EM)
5. Assess and report the availability of transportation resources (supporting agencies)
6. Coordinate the delivery of transportation resources with the IC Staff. (EM)
7. Identify un-met needs to the Weld County Office of Emergency Management that will coordinate and request state and federal assistance through Colorado Department of Emergency Management - CDEM. (EM)
8. Document pick-up locations, times, resources (vehicles and drivers), and destinations in the ESF 1a Log. (EM)

ESF 1b – Transportation of Materials

Definition: Provide for coordination, control, and allocation of transportation resources to transport supplies and materials to assist in an emergency including the distribution of food, water and fuel supplies.

Activation Criteria: The Emergency Manager or Eaton Public Works Department will activate this ESF as needed to meet established or anticipated transportation needs during disaster response and recovery operations.

Lead Agency: Eaton Public Works Department

Supporting Agencies: Weld County Public Works, Community Businesses, County Animal Response Team (CART), Volunteers Organizations Active in Disaster, Colorado Department of Transportation (CDOT)

Roles and Responsibilities: Source, track, and documenting of transportation resources in support of emergency and disaster response and recovery operations. Coordinate with other ESFs as needed.

ESF 1b – Transportation of Material Checklist

1. Open a transportation resource request/tracking log. (Public Works)
2. Establish contact/coordination with the Incident Command Staff(s) as appropriate. (Public Works)
3. Determine current and anticipated transportation resource needs based on information provided by the IC staff. (Public Works)
4. Contact supporting agencies to determine the availability to transportation resources to meet current and anticipated transportation needs. (Public Works)
5. Assess and report the availability of transportation resources (supporting agencies)
6. Coordinate the delivery of transportation resources with the IC Staff. (Public Works)
7. Identify un-met needs to the Weld County Office of Emergency Management that will coordinate and request state and federal assistance through CDEM. (EM)
8. Document transportation resource support in the log. (Public Works and Emergency Manager)

ESF2 – Telecommunications and Information Technology

Definition: Provide communications and IT support to response and recovery efforts to first responders and Town agencies.

Activation Criteria: The Emergency Manager will request to activate this ESF as needed to meet established or anticipated needs for communication, information technology, geographic information systems, and computer support needs during disaster response and recovery operations.

Lead Agency: Weld County Regional Communications Center

Supporting Agencies: Eaton Emergency Manager, Eaton Fire Protection District, Eaton Public Works Department, Century Link, Weld County Office of Emergency Management, Colorado State Patrol, Volunteers Organizations Active in Disaster (VOAD), Amateur Radio Emergency Services (ARES)

Roles and Responsibilities: Provide radio, telephone, GIS, GPS and computer support services. Coordinate with other ESFs as needed.

ESF 2 - Telecommunications and Information Technology Checklist for Eaton EOC Staff

1. Coordinate with the Eaton Fire Department for radio support if normal communications are not available. (Emergency Manager)
2. Identify and document IT and communications needs for community response and recovery efforts. (Emergency Manager)
3. Pass these needs to county or contract services as appropriate. (Emergency Manager)

ESF 3 – Public Works and Engineering

Definition: Evaluate, maintain, and restore public roads, bridges, drainage, water supplies and wastewater management. Support private sector access in support of the restoration of critical private infrastructure (i.e., electrical, gas, communications, and water lines) Provide for debris clearance on public property, roads, highways, and bridge repairs, engineering, construction, repair, and restoration of essential public works systems and services.

Activation Criteria: The Emergency Manager and the Eaton Public Works Department are to assess the need to activate this ESF to meet established or anticipated needs for public works and engineering support during disaster response and recovery operations.

Lead Agency: Eaton Public Works Department

Supporting Agencies: Eaton Water/Wastewater Department, Town Engineer, Department of Transportation (CDOT), Weld County Public Works, Xcel Energy, Atmos, and Century Link.

Roles and Responsibilities: Provide public works and engineering expertise, staff, equipment and materials in support of emergency and disaster response and recovery operations. Supports and coordinates the assessment, prioritization, removal, and disposal of debris from public property resulting from an emergency/disaster event. Coordinate with other ESFs as needed.

ESF 3 - Public Works and Engineering Checklist

1. Open a public works, engineering, and Debris Management tracking log. (Eaton Public Works)
2. Establish contact/coordination with the EOC staff, Incident Command Staff(s) as appropriate. (Eaton Public Works)
3. Determine current and anticipated public works and engineering needs based on information provided by the IC staff. (Eaton Public Works)
4. Contact supporting agencies to determine the availability to public works and engineering resources to meet current and anticipated needs. (Eaton Public Works)
5. Assess and report the availability of resources (supporting agencies)
6. Coordinate the delivery of public works and engineering support with the IC Staff or EOC Staff. (Eaton Public Works)
7. Identify un-met needs to the Emergency Manager who will request county, state, and federal assistance through Weld County Office of Emergency Management. (Eaton Public Works, EM)
8. Document public works, engineering, and debris management support in the log. (Eaton_ Public Works)
9. Assist the Emergency Manager in the development of a situation assessment. (Eaton Public Works)
10. Identify Storage Locations (Eaton Public Works)

ESF 4 – Fire Fighting

Definition: Provide for the mobilization, deployment, and coordination of firefighting resources to combat urban and wild land incidents and support overall situation assessment.

Activation Criteria: The Emergency Manager or the Fire Chief will request the activation of this ESF as needed to meet established or anticipated needs for firefighting support during disaster response and recovery operations.

Lead Agency: Eaton Fire Protection District (FD)

Supporting Agencies: Eaton Public Works, Eaton Water Treatment/Sewage, Water, Eaton Streets, Atmos, Xcel Energy, Regional Hazmat Team, Sheriff's Office, Weld County Regional Communications Center / Dispatch, and Colorado Division of Fire Prevention and Control.

Roles and Responsibilities: Support structural/all hazard and wildfire field operations. Coordinate fire-fighting support to disaster response and recovery operations that may not be directly fire related.

ESF 4 - Fire Fighting Checklist

1. Determine the need for an Eaton Fire Department representative in the EOC. (Emergency Manager and Fire Chief)
2. Open a firefighting tracking log. (FD)
3. Establish contact/coordination with the EOC staff or Incident Command Staff as appropriate. (FD)
4. Determine current and firefighting needs based on information provided by the IC staff(s). (FD)
5. Assess and report the availability of resources. (Supporting agencies)
6. Coordinate the delivery of firefighting support with the IC Staff or EOC Staff. (FD)
7. For wildfire related events, requests for resources will be forwarded to SO Dispatch Center.
8. Document fire resource support in the log. (FD)
9. Assist the Emergency Manager in the development of a situation assessment. (FD)

ESF 5 – Emergency Management

Definition: Provide for the overall management and coordination of Eaton community efforts in support of emergency/disaster response, recovery, and continuity operations. Maintains and activates the Emergency Operations Center as needed. Collects, analyzes, and disseminates critical information on emergency operations for decision-making purposes. The Emergency Manager identifies the roles and responsibilities of Town government in coordination with mutual-aid, county, state, and federal agencies to ensure effective integrated all-hazard consequence management.

Activation Criteria: The Emergency Manager will activate this ESF as required to meet current and anticipated consequences of special events, emergencies, disasters, and catastrophes.

Lead Agencies: Eaton Emergency Management and Weld County Emergency Management.

May be assumed by other Town staff or elected officials based on the order of succession established in the Town of Eaton Disaster Emergency Preparedness and Operation Ordinance, April 16, 2020. Although the Town Administrator is the designated Emergency Manager, this function may be recommended by any elected official, member of the Town staff, Incident Commander, or the Weld County Emergency Manager.

(1) Town Administrator
(2) Assistant Administrator
(3) Mayor
(4) Town Clerk
(5) Deputy Town Clerk/Finance Director
(6) Director of Public Works
(7) Board of Trustees (in order of length of time in office)
(8) Weld County Office of Emergency Management

EOC activation

Supporting Agencies: Eaton Mayor, Board of Trustees, Town Clerk, Treasurer, Eaton Fire Protection District, Eaton Public Works, Town Attorney, RE2 School District, community churches, American Red Cross, Salvation Army, EMS, others as appropriate for EOC activation, operations (determined by the Emergency Manager).

Roles and Responsibilities: Provide rapid activation and sustained operations of the Emergency Operations Center-EOC for the effective coordination of local agencies and integration with private, county, state, and federal **response, recovery, continuity, and mitigation** operations. **This ESF coordinates and supports all ESFs and the overall execution of the Town of Eaton Emergency Operations Plan.**

During the response phase of community disaster operations, the EOC's primary role

is to support the general logistical needs (i.e., food, water, fuel, sanitation etc.) of first responders as requested by the Incident Commander/Incident Command Post (IC/ICP). The EOC also supports the general logistical needs of Town public works and water/sanitation. The EOC also supports and coordinates community assistance such as winter shelters and evacuation.

During the recovery and mitigation phase of community disaster operations, the EOC will coordinate with county, state, and federal agencies.

The Town Emergency Manager has authority for the approval and use of the Town resources and assets. The Emergency Manager directs actions to ensure the continuity ofTown government and the effective decision-making process that includes local elected officials and senior staff.

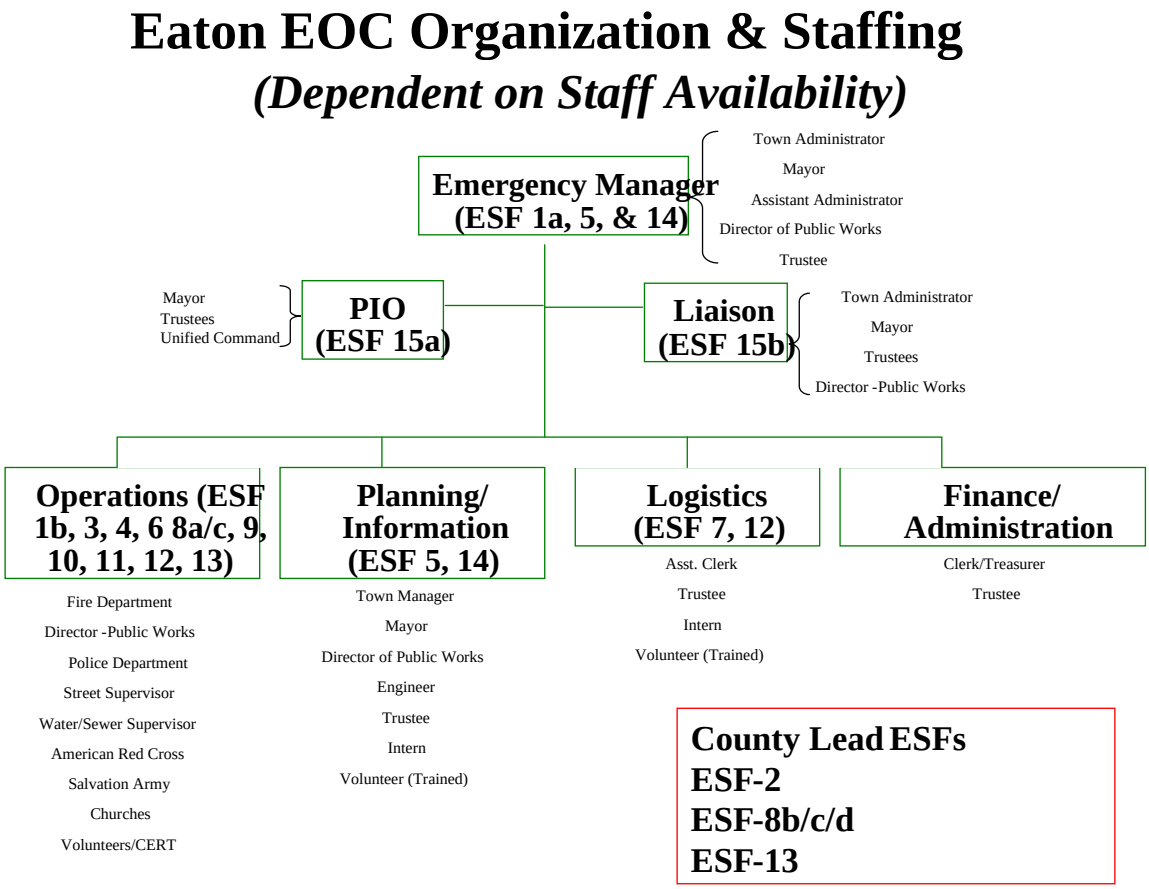
Emergency Operations Center (EOC)
The Town of Eaton EOC is the facility designated as a central location with personnel coordinating emergency management activities in support of incident command forces in the field. The EOC facility is staffed by the Town's officials and responding representatives from cooperating agencies and jurisdictions, including volunteer and private organizations. In addition to supporting ICS actions, EOC personnel use the ESF structure to coordinate intergovernmental and supplemental assistance, gather and document disaster information, and perform damage assessment activities.

Internal Organization of the EOC
The Eaton Emergency Manager is the EOC Director and will coordinate all EOC operations. EOC activation will be scaled to be appropriate for the event. Roles and responsibilities to address emergency/disaster consequences will be organized based on the 15 Emergency Support Functions detailed in this plan. Illustrations are representative; actual activations may be modified at the direction of the Emergency Manager.

<u>Partial EOC Activation:</u>
- The EOC may be partially activated at the discretion of the Emergency Manager. The partial EOC's primary functions are to support situation awareness, decision-making, and the logistical needs of field operations. The Emergency Manager will activate other ESFs as needed.
- Limited span of control.
- Representation in the EOC will change as operations transition from response to recovery operations.

<u>Full EOC Activation:</u>
- A full activation will be driven by a large event requiring significant resource support (both response resources and general logistical resources). Eaton Assistant Administrator and ESF representatives will coordinate general logistical support.
- Staffing to be determined by the Emergency Manager.

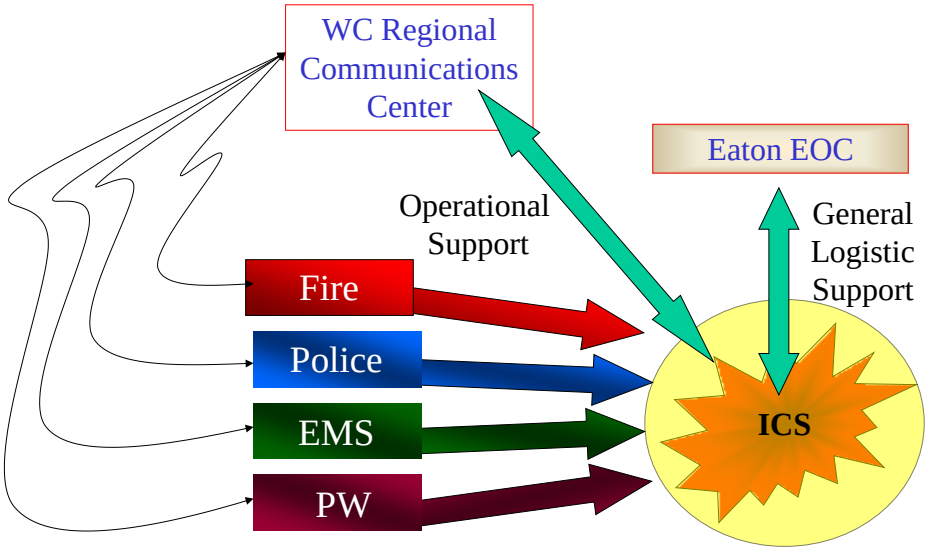
- Representation in the EOC will change as operations transition from response to recovery operations.



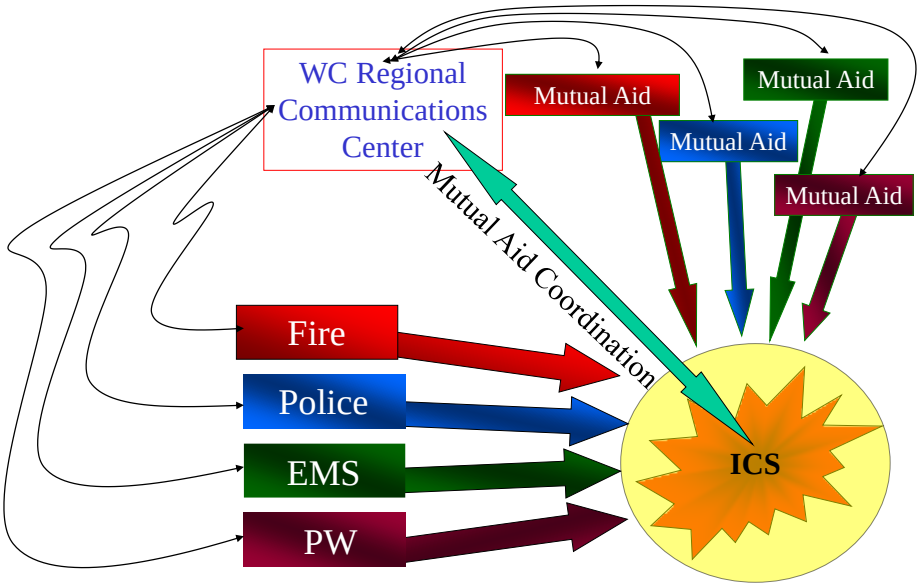
ICS/EOC Interface

A primary function of the Eaton EOC during the response phase of disaster operations is to support the field operations of first responders and Town services (i.e., public works, water, sanitation, animal control). The EOC provides general logistical support (i.e., food, water, sanitation, fuel, batteries etc.) upon request from the Incident Commander and the Incident Command Post (ICP). The ICP will request operational support (i.e., first response personnel and equipment) through the WC Regional dispatch center and existing mutual aid procedures.

Incident Command Post/EOC Linkage



Mutual Aid Coordination



ESF 5 - Emergency Management Checklist

1. Open emergency management tracking log. (EM)
2. Initial notification and recall EOC/ESF representatives (EM staff, SO staff) as appropriate. (EM)
3. Assess the situation/consequences to determine the level of EOC activation, priorities and immediate actions required for the coordination of joint response, continuity, mitigation, and recovery efforts. (EM)
4. Notify dispatch of EOC activation. (EM)
5. Implement the town response and recovery plan in support of ICS field operations. Activate or request the activation of specific ESFs as appropriate. (EM)
6. Establish direct communications with the Incident Command Staff(s) and affected jurisdictions.
7. Compile and display incident status information including maps within the EOC. (EM)
8. Notify Weld County Office of Emergency Management of initial situation assessment. Provide periodic updated situation reports as needed. (EM)
9. Request security personnel to control access to the EOC and for other security needs as required. (EM, SO)
10. Conduct periodic internal briefings for all EOC personnel. (EM)
11. Implement procedures to mobilize local resources and procure supplies and contract services from outside sources as needed. (EM)
12. Coordinate response and recovery resources beyond normal mutual aid based on requests by the Incident Command Staff. (EM)
13. Collect, evaluate, and disseminate emergency/disaster information. (EM, Mayor/Board of Trustees)
14. Support/coordinate essential public safety actions such as public warning and evacuation. (SO, EM)
15. Manage/coordinate resources, including allocation of facilities, services, personnel, equipment, materials, and other critical resources. (EM)
16. Determine 24-hour EOC staffing requirements and provide for shift changes when extended EOC operations and additional support staff are required. (EM)
17. Implement financial record keeping procedures to track resources and to document all disaster related costs and financial commitments. (EM)
18. Coordinate functions such as resource management and public information that are being performed both in the field using ICS and in the EOC to minimize misinformation and duplication of effort. (EM, Mayor/Board of Trustees)
19. Assess and document damages. Provides results to Weld County Office of Emergency Management. (EM)
20. Determine the need to declare a local disaster and/or the need to enact other orders such as evacuation orders or curfews. (EM, SO)
21. Involve elected officials whenever possible to make formal requests for public and private resources on behalf of the town. (EM)
22. Coordinate public information activities and news media releases. (Mayor/Board of Trustees)
23. Coordination of disaster recovery activities, including decisions about re-entry into disaster areas, reconstruction of damaged services and facilities, and identification of long-term hazard mitigation issues and plans. (EM)
24. Implement EOC deactivation procedures when the emergency/disaster situation is over (e.g., notification to other EOCs and jurisdictions, compilation of EOC logs and financial records, notice to news media, compilation of damage assessments information, and preparation of after-action reports. (EM)
25. Develop and maintain a log of current and anticipated expenses. (EM)
26. Ensure close liaison between local, county, state, federal, and private sector stakeholders. (EM)

ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

Definition: Manage and coordinate sheltering, feeding and first aid for disaster victims. Provides for temporary housing, food, clothing, and special human needs in situations that do not warrant mass care systems. This assistance may continue well after the emergency phase of the response. Assists in coordinating and managing volunteer resources.

Activation Criteria: Two ESF 6 scenarios must be considered: (1) hosting of this function in Eaton and (2) care for the residents of Eaton who have been forced to relocate out of the community. Eaton's proximity to major highways makes it highly likely that severe weather (primarily winter storms) may strand travelers and require the establishment of a temporary shelter. In this circumstance, the Eaton EOC may be activated to address this issue as well as others related to the situation.

In the event that residents (and possibly the emergency management function) of the Town of Eaton are displaced from their homes by floods, wildfires hazmat, power failure or other disasters, the Weld County Emergency Management will coordinate this function with the Eaton Emergency Manager and the American Red Cross.

Lead Agency: Emergency Manager (for the ESF when hosted in Eaton). In the event of a community evacuation, the Weld County Emergency Manager will assume the lead for this function.

Supporting Agencies: Town Clerk, Eaton Fire Protection District, RE2 School District, community churches, American Red Cross, EMS, Salvation Army, and Volunteers Organizations Active in Disasters.

Roles and Responsibilities: Provide safe, clean, secure temporary housing and basic needs for citizens displaced by disasters. Emergency responders are encouraged to consider the American Red Cross designated shelters as relocation sites for evacuees. The local American Red Cross office should be contacted to arrange for shelter opening, preparation and management.

Eaton Shelter Locations				
Facility	Address	Estimated Capacity	Emergency Point of Contact	Pre-positioned supplies
Eaton Town Hall	224 1st St	299	970-454-2212	

* Contact both the school and the RE2 School District if you need to assistance during disaster response and recovery operations.

ESF 6 – Eaton-hosted Mass Care, Emergency Assistance, Housing & Human Services Checklist

1. Assess the situation to determine the need for mass care, sheltering and human services. (Incident Commander or Town Emergency Manager)
2. Coordinate shelter opening with the American Red Cross, RE3J School District, community churches and the Eaton Fire Department. (Emergency Manager)
3. Notify shelter coordinators to initiate the establishment of shelters (Emergency Manager, American Red Cross)
4. Coordinate shelter locations and anticipated opening times. (Emergency Manager, and American Red Cross)
5. Request status reports as appropriate from shelter coordinators. (Town Clerk, American Red Cross)
6. Coordinate volunteer support to sheltering and human service's needs. (American Red Cross, Town Clerk, Volunteers Organizations Active in Disaster)
7. Identify un-met mass care, sheltering, and human services needs to ESF 5-Emergency Management Coordinator who will coordinate and request for assistance through Weld County Emergency Manager (American Red Cross, Town Clerk, Emergency Manager)
8. Provide an update on mass care, sheltering, and human services activities during periodic EOC situation briefings and for the Situation Report. (American Red Cross, Town Clerk)

ESF 7 – Resources and Logistics

Definition: Secure resources through mutual aid agreements, volunteer organizations, and procurement procedures for all ESFs, as needed. Provide coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief and recovery operations. Support effective reception and integration of augmentation resources. Coordinate the mobilization and direction of volunteer resources and donations in support of disaster response and recovery activities.

Activation Criteria: The Emergency Manager will activate this ESF as required to meet current and anticipated special event, response, and recovery operations. The coordination of resources and logistical support to response and recovery operations is a core function of the Emergency Operations Center.

Lead Agency: Eaton Emergency Manager/ WC OEM

Supporting Agencies: Mayor, Board of Trustees, Town Clerk, Finance Director, Eaton Fire Protection District, Public Works, community churches, community businesses, American Red Cross, Salvation Army, Weld County Animal Response Team, Volunteers Organizations Active in Disaster,

Roles and Responsibilities: The effective coordination of local resources (within the Town of Eaton and adjacent mutual aid partners) in support of response and recovery operations; the rapid notification of Weld County Office of Emergency Management of un-met resource needs, the effective delivery and documentation of resource actions. Identify roles for volunteers and coordinate their mobilization, activities, and demobilization.

Resource Management involves the coordination of the use of personnel, equipment, supplies, facilities, and services during a major emergency, disaster, or catastrophe. Resources are managed by first responders using ICS procedures. First responders (the Incident Command Post/Commander) often request EOC support with non-operational resources (i.e., food, water, sanitation etc.) that is needed for the extended operations required during disaster response and recovery operations. The ESF-7 coordinator is responsible for obtaining these resources through mutual aid, contract services, county/state/federal support, or donations. The ESF-7 coordinator must have effective procedures in place to track requests, suppliers, request status, expected delivery time, and costs.

In addition to supporting the logistics needs of first responders, EOC staff may be involved in the management of resources which may include the coordination of emergency shelter activities, the mobilization of inspection teams to perform damage assessment functions, or the acquisition of specialized resources from commercial or other outside sources. During a partial EOC activation the Town Emergency Manager will coordinate resource support with other ESF representatives, contractors, adjacent

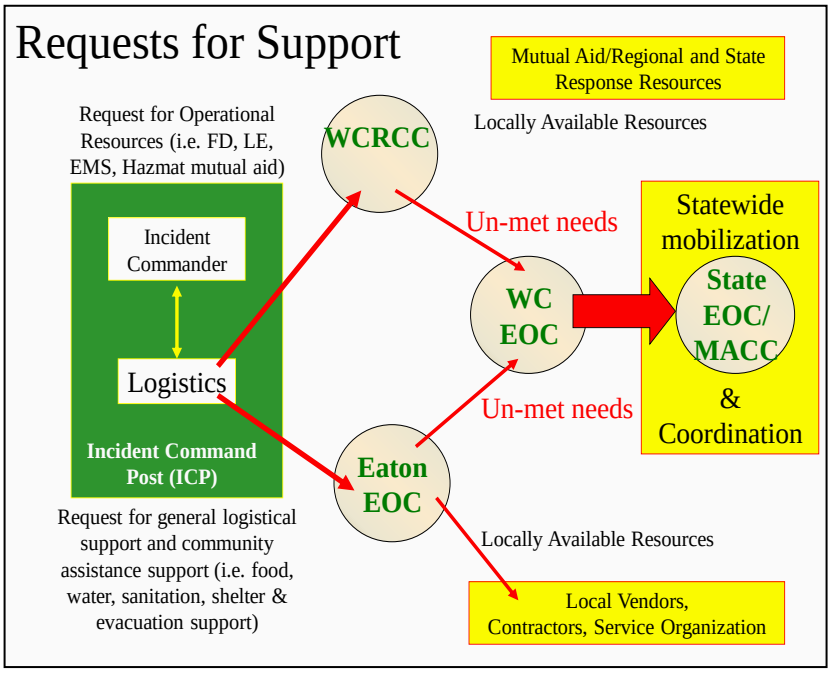
communities, and Weld County Office of Emergency Management.

The Emergency Manager will coordinate tracking and documentation of general logistical support (i.e., food, water, and other expendable items), financial record-keeping (Town Treasurer), and reimbursement measures for both the field operations and the EOC with ESF representatives.

Resource Management Policies

In emergency/disaster situations that require the use of resources from multiple departments and divisions of the Town of Eaton and Weld County, each department should track its own resources and maintain internal financial records. Once WC EOC is activated all resources will be tracked through the EOC. Designated emergency personnel and other departmental representatives within the EOC should have access to up-to-date resource lists and should have the authority to commit resources of their organization to emergency relief efforts. Inter-departmental coordination of resource and financial information may be needed in order to determine cumulative disaster expenditures and costs. Resource management is an ongoing planning activity that requires the support of all departments and agencies with emergency authorities identified in this plan. In addition to identifying and training emergency personnel and establishing internal procedures for mobilizing emergency resources under their control, departments, and agencies with emergency authorities should also provide updated resource information to the Emergency Manager. The Emergency Manager, on a semi-annual basis, will contact all jurisdictions, agencies, and departments to ensure that all emergency contact information is current and accurate.

Incident Command Post/EOC Interface



Monitoring and management of resources committed to an emergency incident are important aspects of emergency management, regardless of whether direction and control is exercised from the field or from a EOC location. For incidents that are managed from the field, the resource tracking function is staffed and managed by the ICS Planning Section. When the Eaton EOC is activated, resource management activities will be undertaken by the Emergency Manager to help coordinate requests by the Incident Command Staff for

outside resources. Needs that cannot be met through local mutual aid will be identified by the Emergency Manager to Weld County Office of Emergency Management.

Emergency Contact/Resource List

A staff recall list is maintained by participating agencies. This list will be maintained by the Town Emergency Manager.

The Town Emergency Manager maintains a resource list of local businesses, contractors, and response partners.

General Emergency Resources

Emergency/disaster supplies in Eaton are limited to what is routinely needed for first response. In general, resources will be purchased as needed through standard municipal purchasing processes as approved by the Emergency Manager/Town Administrator. In the event of a phased disaster event such as a blizzard, the Eaton Emergency Manager or Incident Commander may request the pre-positioning of American Red Cross resources at community shelters. Resource needs that exceed the fiscal resources of the Town will be documented and identified to the Weld County Office of Emergency Management. All emergency/disaster resource requirements will be documented and tracked by Eaton EOC staff (ESF 7).

Special Resource Considerations:

The management of donations and volunteers is addressed in annexes A and B of this plan. The Town Emergency Manager will work with first responders, elected officials, and volunteer/service organizations to coordinate the effective management of these resources.

ESF 7 - Resources and Logistics Checklist

1. Open a resources and logistics tracking log. (EM)
2. Develop and maintain an up-to-date directory of key contacts for goods, supplies, facilities, and services. (EM)
3. Develop and maintain master Emergency Resource List. (EM)
4. Secure mutual aid agreements with other agencies and jurisdictions. (EM)
5. Identify resource shortfalls and determine methods for acquisition if needed during an emergency or disaster. (EM)
6. Prioritize requests for emergency supplies, equipment and services and coordinate actions in response to requests. (EM)
7. Authorize the acquisition, distribution, use, and maintenance of essential emergency resources and personnel. (EM)
8. Authorize funds for emergency purposes. (EM)
9. Document all disaster related purchases and expenses. (Town Treasurer)
10. Identify un-met needs and request county, state, and federal assistance through Weld County EM. (EM)
11. Obtain contracts for equipment, supplies, and services during disaster. (EM, Eaton Public Works, and Town Clerk/Treasurer.)
12. Establish emergency purchase authorization procedures and identify authorized vendors. (EM, Eaton Public Works)
13. Develop and maintain detailed logs of resource requests and disbursements and records of expenditures (EM, Town Clerk/Treasurer)
14. Open a volunteer coordination log. (EM, Mayor, Board of Trustees)
15. Contact service organizations and the Incident Command Staff to determine needs for volunteers. (EM)
16. Identify skills and numbers needed (EM, Mayor, Board of Trustees)
17. Coordinate a legal review of potential liabilities to the county, response agencies, and to volunteers assisting with response and recovery efforts (EM, Town Attorney)
18. Activate Annex A-Donations Management and Annex B-Volunteer Management as needed. (Mayor/Board of Trustees)

ESF 8a – Emergency Medical Services and Hospitals

Definition: Provide on-scene triage, first aid, life support, and transportation of the injured. Coordinates with local hospitals to ensure timely and appropriate delivery of injured to primary care facilities. Provide for the appropriate transportation, support, and care for special needs populations.

Activation Criteria: This ESF will be activated by the Emergency Manager to support the response of medical resources during a local health emergency and anytime an emergency or disaster situation poses the risk of unusual mental stress for first responders, victims, or the general public.

Lead Agency: Eaton Fire Protection District

Supporting Agencies: Mutual aid fire and EMS agencies, RE2 School District, area hospitals

Roles and Responsibilities: Provide timely triage, treatment, and transportation of the injured in coordination with private sector EMS agencies and hospitals. This ESF is also responsible for supporting and coordinating public health and environment actions in the Town of Eaton.

Emergency medical services (EMS) agencies operating in Weld County have adopted practices and procedures for the emergency care and swift delivery of patients to area hospitals. In a mass casualty incident, however, routine procedures are sometimes amended by patient triaging in order to avoid overwhelming the available hospitals and medical personnel.

The roles and responsibilities of Weld County government with respect to emergency health and medical services are outlined in the Regional Mass Casualty Plan, which identifies specific procedures for triage, treatment, and transport of victims of mass casualty incidents and for mobilizing regional, statewide and/or federal health and medical resources.

The management of patient distribution is shared responsibility of the on-scene Transportation Officer, dispatch, and the hospital community. This decision-making process is assisted by the statewide EM Resource. This web-based resource, provides a rapid means of Mass Casualty Incident (MCI) notification to hospitals and provides dispatchers and Transportation Officers in the field with hospital status information needed to support patient transport/management decisions.

ESF 8a – EMS & Hospitals Checklist

1. Open the Emergency Medical Services and Hospitals Log. (FD/EMS)
2. Obtain situation reports and casualty figures. On-scene responders to the supporting dispatch center will have provided this information. (FD/EMS)
3. Determine needs for search and rescue resources and coordinate requests for assistance through the Sheriff's Office. (FD/EMS)
4. Notify area hospitals of projected numbers of casualties and, if known, the nature and seriousness of the injuries sustained by disaster victims via the EMSystems. (Dispatch)
5. Coordinate requests for medical field resources such as military field hospitals through the ESF 5-Emergency Management and ESF 7 Resources and Logistics coordinators. (FD/EMS)
6. Collect data and maintain status reports regarding patient loads and demands on county medical facilities. Provide latest information about casualties to the EOC staff for decision-making and public information purposes. (FD/EMS)
7. Assist in the coordination and integration of request outside resources, (FD/EMS)
8. Identify public EMS and medical resource shortfalls to ESF 5-Emergency Management, who will coordinate and request county, state, and federal assistance through Weld County EM. (EM)
9. Track and document EMS and medical related activities, costs, and support until no longer needed for field operations. (FD/EMS)
10. Provide an update on emergency medical and hospital response and recovery activities during periodic EOC situation briefings and for the Situation Report. (FD/EMS)

ESF 8b – Public Health and Environment

Definition: Provide supplemental assistance in the care and treatment for the ill and injured by mobilizing trained health and medical personnel, medical transport, emergency medical supplies, materials, and facilities. Also provide public health and environmental services, disease and vector control, and the collection, identification, and protection of human remains when local resources are depleted. Provide crisis counseling services to individuals and groups impacted by the disaster situation. Mental health professionals will be mobilized to offer home and community-based services. Crisis counseling is a time-limited program designed to assist victims/survivors/responders in returning to their pre-disaster level of functioning. Provide family support, grief counseling and other assistance as needed.

Activation Criteria: Weld County Public Health & Environment may activate this ESF in response to current or anticipated threats to public health or the environment. This ESF should also be activated anytime an emergency or disaster situation poses the risk of unusual mental stress for first responders, victims, or the general public.

Lead Agency: Weld County Department of Public Health & Environment

Supporting Agencies: Eaton Fire Protection District, Public Works, Water Treatment/Sewage, Animal Control, Town Engineer; Greeley Regional Hazmat Team

Roles and Responsibilities: This ESF is responsible for supporting and coordinating public health and environment actions in the Town of Eaton in response to anticipated and current threats.

ESF 8b - Public Health & Environment Checklist

1. Open a Health and Environment tracking log. (Weld County Public Health & Environment – WCDPHE)
2. Develop an overall situation assessment of public health and environment needs within the town of Eaton. (WCDPHE)
3. Liaise with the Incident Command Staff(s) to determine the need for support from public health and environment agencies in support of current and anticipated needs. (WCDPHE)
4. Activate the Weld County Public Health and Environment Resources as needed. (WCDPHE)
5. Coordinate with private sector, regional, state, and federal public health and environment agencies as appropriate. (WCDPHE)
6. Identify public health hazards and potential hazards created by the disaster (e.g., asbestos in building debris, contaminated water, sewer system problems, etc.). (WCDPHE)
7. Determine needs for health inspectors to perform tests and monitor water and soil conditions following serious hazardous materials accidents. (WCPH)
8. Coordinate health, environmental, and medical related public information with the designated Public Information Officer(s) in the field and/or at the EOC.
9. Identify un-met needs to the ESF 5 Emergency Manager who will coordinate and request county assistance through Weld County EM. (OEM)
10. Liaise with state and federal law enforcement agencies in support of public health and environment operations. (WCPHE)
11. Track and document public health and environment related activities, costs, and support until no longer needed for field operations. (WCPHE)
12. Provide an update on public health and environment response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (WCPHE)

ESF 8c – Health/Pastoral Care

Definition: Coordinate mental health and pastoral care to the victims, general public and first response community during disaster response and recovery efforts.

Activation Criteria: The Eaton Emergency Manager will consider the need for mental health/pastoral care and request support as needed through the WC EOC.

Lead Agency: Weld County Department of Public Health & Environment, North Range Behavioral Health

Supporting Agencies: Eaton Emergency Manager, Victims' Advocates, County and North Range Behavioral Health, and faith-based organizations.

Roles and Responsibilities: This ESF will provide mental health support to the victims, general public and first responders affected by community disasters.

ESF 8c – Mental Health/Pastoral Care Checklist

1. Note the need/request for Mental Health/Pastoral Care in the EOC Log. (Eaton Emergency Manager)
2. Open a Mental Health tracking log. (WCOEM or WCPHE)
3. Establish contact with the WC EOC to request assistance with this function. (Eaton Emergency Manager)
4. Request county mental health coordinate this assistance with county and community mental health care providers and faith-based organizations. (Eaton Emergency Manager)
5. Provide local assistance, points of contact as needed. (Eaton Emergency Manager)
6. Establish contact/coordination with the EOC staff, Incident Command Staff(s) as appropriate. (WCOEM or WCPHE)
7. Determine current and anticipated mental health needs based on information provided by the IC staff(s). (WCOEM or WCPHE)
8. Contact supporting agencies to determine the availability of mental health resources to meet current and anticipated needs. (WCOEM or WCPHE)
9. Assess and report the availability of mental health resources (SO or WCPHE)
10. Coordinate the delivery of mental health support with the IC Staff, EOC Staff. (WCOEM or WCPHE)
11. Identify un-met needs to ESF 5a-Emergency Management Coordinator who will coordinate and request state and federal assistance through CO DHSEM. (WCOEM or WCPHE)
12. Document mental health support in the log. (North Range Behavioral Health)
13. Provide an update on mental health activities during the periodic EOC situation briefings and for the Situation Report.

ESF 8d – Fatalities Management

Definition: Provide for the collection, identification, documentation, and protection of human remains. Establish the cause/means of death and appropriate legal notifications and actions. Initiate Mass Fatality response as appropriate.

Activation Criteria: This ESF will be activated at the discretion of the Office of the Coroner in response to current or anticipated human fatalities resulting from an emergency or disaster situation. Timely notification of the Office of the Coroner when fatalities are known or anticipate is critical to effective fatalities management. If response agencies of the Emergency Manager identify or anticipate fatalities, the Office of the Coroner is to be notified through the Regional Communication Center (911).

Lead Agency: Coroner

Supporting Agencies: Eaton Fire Protection District, Emergency Manager, EMS, Eaton Police Department

Roles and Responsibilities: This ESF will support the field activities of the Office of the Coroner through coordination with relevant ESF functions, local, county, state, federal, and private sector agencies.

ESF 8d - Fatalities Management Checklist

1. Determine the presence of fatalities (probable or known) resulting from emergency/disaster situations, (Fire Department, Emergency Manager, Field Staff)
2. Document the location of any reported fatalities. (Emergency Manager/Information Staff)
3. Report fatalities to WCSO. (Eaton Emergency Manager, Eaton Fire Department)
4. Provide local assistance to the Weld County Coroner as needed/requested. (Eaton Emergency Manager)
5. Document fatalities management support in the log. (Eaton Emergency Manager/Logistics Staff)
6. Provide an update on fatalities management activities during the periodic EOC situation briefings and for the Situation Report. (Eaton Emergency Manager/Information Staff)

ESF 9 – Search and Rescue

Definition: Provide resources for ground, water and airborne activities to locate, identify and remove from a stricken area, persons lost or trapped in buildings and other structures. Provide for specialized emergencies and rescue operations.

Activation Criteria: The appropriate fire or law enforcement agency will request activation of this ESF when resources are required.

Lead Agency-Unified: Eaton Fire Protection District, Eaton Police Department and Weld County Sherriff

Supporting Agencies: Eaton Public Works Department, Animal Control; American Red Cross, Weld County Animal Response Team, Weld County Volunteers Active in Disaster

Roles and Responsibilities: The Sheriff's Office is the lead for outdoor/wild land SAR operation. The fire department is responsible for SAR operations inside buildings.

ESF 9 - Search and Rescue Checklist

1. The Incident Command Post will make requests for Search and Rescue assistance to the Weld County Regional Communications Center. (ICP/IC)
2. Eaton EOC will provide general logistic support as requested through the ICP. Un-met needs will be forwarded to the WC EOC. (Eaton Emergency Manager)
3. Document and track all requests for support and related expenses. (Eaton Town Clerk/Treasurer)
4. Provide periodic updates on search and rescue activities. (Eaton Fire Department, WCSO)

ESF 10 – Hazardous Materials Response and Recovery

Definition: Provide response, inspection, containment and oversight of cleanup of hazardous materials accidents or releases.

Activation Criteria: The appropriate fire or law enforcement agency will request activation of this ESF in support of response to significant hazardous material situations. The Emergency Manager may also activate this ESF when hazardous materials expertise and/or resources are needed in support of human or animal health emergencies/disasters.

Lead Agency: Eaton Fire Protection District

Supporting Agencies: Town of Eaton Public Works, Animal Control, Town Engineer; Atmos Natural Gas, XCEL Energy, Regional Hazmat Team, Weld County Public Health & Environment, Police Department, Emergency Manager, Weld County Animal Response Team

Roles and Responsibilities: This ESF is responsible for coordinating local, county, state, and federal response in support of current and anticipated hazardous material operations in the field. This ESF will also work closely with other ESF representatives (EM, PH, and PIO) to ensure the integration of the in-field situation assessment is clearly communicated to agencies that may not be directly involved in the tactical/technical response but have a role in the potential broader impacts of a hazardous materials event. This ESF may also be called upon to support the personal protection (shelter in place or evacuate), decontamination, surveillance, and sampling needs of ESFs 3, 4, 8, 11, and 13 during response and recovery operations related to human or animal health disasters.

ESF 10 - Hazardous Materials Response and Recovery Checklist

1. Liaise with the Incident Command Staff to determine specific hazardous materials response and recovery support needs (i.e., capabilities, where, when, anticipated duration). (FD)
2. Ensure downwind/downstream actions have been taken into consideration. (FD)
3. Ensure the PH&E and LEPC has been notified. (FD)
4. Identify and contact mutual aid and regional hazmat response (Greeley Hazmat Team and Regional Mutual Aid) and recovery resources in support of current and anticipated needs. (FD)
5. Identify hazmat response and recovery resource shortfalls to the Weld County Emergency Manager who will request county state and federal assistance. (FD, EM)
6. Coordinate reception of county, state and federal hazmat response and recovery resources with Incident Command Staff. (EM)
7. Coordinate logistical support if needed. (EM)
8. Track and document hazmat response and recovery activities and support until no longer needed for field operations. (FD)
9. Update hazmat response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (FD, EM)

ESF 11 – Animal Welfare

Definition: Provide for the evacuation, transportation, decontamination, care, shelter, treatment, and/or disposal of companion animals, livestock and wildlife impacted by disasters. Includes determining nutrition assistance needs, obtaining appropriate food supplies, and arranging for delivery of the supplies.

Activation Criteria: This ESF is activated by Weld County Animal Control in response to current or anticipated needs of our companion animals, livestock, and wildlife.

Lead Agency: Weld County Animal Control

Supporting Agencies: Eaton Fire Protection District, Public Works: Police Department, Weld County Animal Response Team (CART)

Roles and Responsibilities: The rapid and safe evacuation, decontamination, care, shelter, treatment, and/or disposal and documentation of animals impacted by disaster.

In the event of the introduction of a foreign animal disease, Eaton Animal Control will work closely with Weld County Animal Control department and Weld County Department of Public Health and Environment to ensure an integrated response and appropriate protective measures.

Eaton Animal Shelter Locations				
Facility	Address	Estimated Capacity	Emergency Point of Contact	Pre-positioned supplies
Eaton Animal Den	231 S. Elm	30	(970) 454-1700	

County Animal Shelters (for community evacuation)				
Facility	Address	Estimated Capacity	Emergency Point of Contact	Pre-positioned supplies
NOCO Humane	1640 42nd St. Evans, Co	200	(970) 506-9550	

ESF 11 – Animal Welfare Checklist

1. Liaise with the Incident Command Staff to determine specific animal control issues. (Weld County Animal Control)
2. Identify the needs and means of animal evacuation, sheltering, care, collection care, culling and disposal as needed. (Weld County Animal Control)
3. Support and coordinate the animal related activities of field activities/staffs. (Weld County Animal Control)
4. Identify animal related response and recovery resource shortfalls to the Emergency Manager who will request county, state, and federal assistance through Weld County EM. (Weld County Animal Control)
5. Coordinate reception of county, state and federal animal response and recovery resources. (Weld County Animal Control)
6. Document all expenses related to animal sheltering and care. (EM, Town Clerk/Treasurer)
7. Track and document animal response and recovery activities and support until no longer needed for field operations. (Weld County Animal Control)
8. Update animal response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (Weld County Animal Control)

ESF 12 – Utilities and Commercial Services Restoration

Definition: Coordinate the restoration and protection of the utilities (water, power, gas and commercial communications), and essential commercial services (fuel, groceries, medical supplies, and banking services) following an emergency or a major disaster.

Activation Criteria: Disasters often damage critical infrastructures such as utilities and essential community commerce. Restoration of these assets is critical to community response and recovery efforts and enabling the public to be as self-sufficient as possible. This ESF will be activated by the Town Clerk in response to current or anticipated disruptions of public services and commercial activities.

Lead Agency- Unified: Mayor and Fire Department

Supporting Agencies: Eaton Emergency Manager, Town Clerk, Public Works Town Engineer, Atmos Natural Gas, Xcel Energy, Century Link, community businesses, Weld County Emergency Management

Roles and Responsibilities: The restoration of utilities and commercial activities is primarily the responsibility of the private sector. The accomplishment of this is shared and requires close coordination to set priorities for the rapid and orderly restoration of these critical services. The Town Clerk will act as the coordinator for these activities and may delegate this role as appropriate to the situation.

Private Sector Partners & Point of Contact		
Business Sector	Emergency Point of Contact	Telephone Number(s)
Century Link		877-348-9005 (int) 877-348-9007 (phone)
Agland Inc		970-454-4004
Bank of Colorado		970-454-1800
Atmos Energy		866-322-8667 or 911
Xcel Energy		800-895-1999 (outage) 800-895-2999 or 911 (gas emergency)
Allo Fiber		855-632-3154

ESF 12 - Utilities and Commercial Services Restoration Checklist

1. Gather status information from local providers of critical public services and commercial activities. (power, communications, medical services, fuel, food and water) (Mayor, Town Clerk)
2. Develop an overall situation assessment of the status of critical public services. (Mayor, Town Clerk, Emergency Manager, Service Providers)
3. Work with public service providers to determine needs and priorities for security and access to critical infrastructure. (Mayor, Town Clerk, Emergency Manager, Service Providers, Sheriff's Office, Public Works Department)
4. Support and coordinate the public service restoration activities with the incident command staff. (Mayor, Town Clerk, Emergency Manager)
5. Identify public service restoration related response and recovery resource shortfalls and request county, state, and federal assistance. (Weld County Emergency Manager, Eaton Emergency Manager)
6. Track and document public service restoration and estimated costs. (Treasurer)
7. Update public service response and recovery activities during the periodic EOC situation briefing and for the Situation Report. (Mayor, Town Clerk, and Emergency Manager)

ESF 13a – Public Safety & Security – Law Enforcement

Definition: Provide for the protection of life and property by enforcing laws, orders, and regulations including the movement of persons from threatened or hazardous areas. Provide for the security, traffic, and access control.

Activation Criteria: The Eaton Police Department will activate this ESF in response to current and anticipated threats to public safety, order, and the security of lives and property.

Lead Agency: Eaton Police

Supporting Agencies: Eaton Public Works Department, Animal Control; Weld County Animal Response Team; Weld County Sheriff's Office

Roles and Responsibilities: The preservation and rapid restoration of public order and security is essential to response and recovery operations. The Sheriff's Office will perform under its statutory authority to ensure the preservation of public order, the prevention of criminal activity, the preservation and collection of evidence, criminal investigations, and prosecution.

ESF 13a – Public Safety & Security – Law Enforcement Checklist

1. Liaise with the Incident Command Staff and town emergency operations center to determine the need for support from and to law enforcement agencies in support of current and anticipated needs. (PD)
2. Develop an overall situation assessment of law enforcement needs within the town. (PD)
3. Liaise with County and state law enforcement agencies to determine mutual aid/assistance needs. (PD)
4. Support and coordinate the law enforcement activities with the incident command staff. (PD)
5. Liaise with state and federal law enforcement agencies as needed in support of law enforcement operations. (PD)
6. Identify law enforcement resource shortfalls to the County Emergency Manager who will coordinate and request county, state, and federal assistance. (PD)
7. Track and document law enforcement related activities, costs, and support until no longer needed for field operations. (PD)
8. Provide an update on law enforcement response and recovery activities during the periodic ICP & EOC situation briefing and for the Situation Report. (PD)

ESF 13b – Evacuation and Traffic Management

Definition: Provide for the timely and appropriate decision to evacuate or shelter in place at-risk populations. Coordinate the designation and implementation of effective traffic management to ensure the expedient access of response resources and the evacuation of the public as needed.

Activation Criteria: This ESF will be activated in support of the Incident Command Staffs decision to order an evacuation of at-risk populations.

Lead Agency: Eaton Fire Protection District, Eaton Police

Supporting Agencies: Eaton Emergency Manager, Public Works Department, Animal Control; EMS, Weld County Animal Response Team, Weld County Sheriff's Office, Emergency Management and Public Works

Roles and Responsibilities: The safety of the public often depends on two options: (1) sheltering in place or (2) evacuation. Evacuation is highly dependent of the circumstances and the hazard. The determination to direct the public to evacuate must be made quickly, based on facts, provide clear guidance, identify effective traffic management and routing, and be clearly and effectively transmitted to the public and those agencies responsible for its execution.

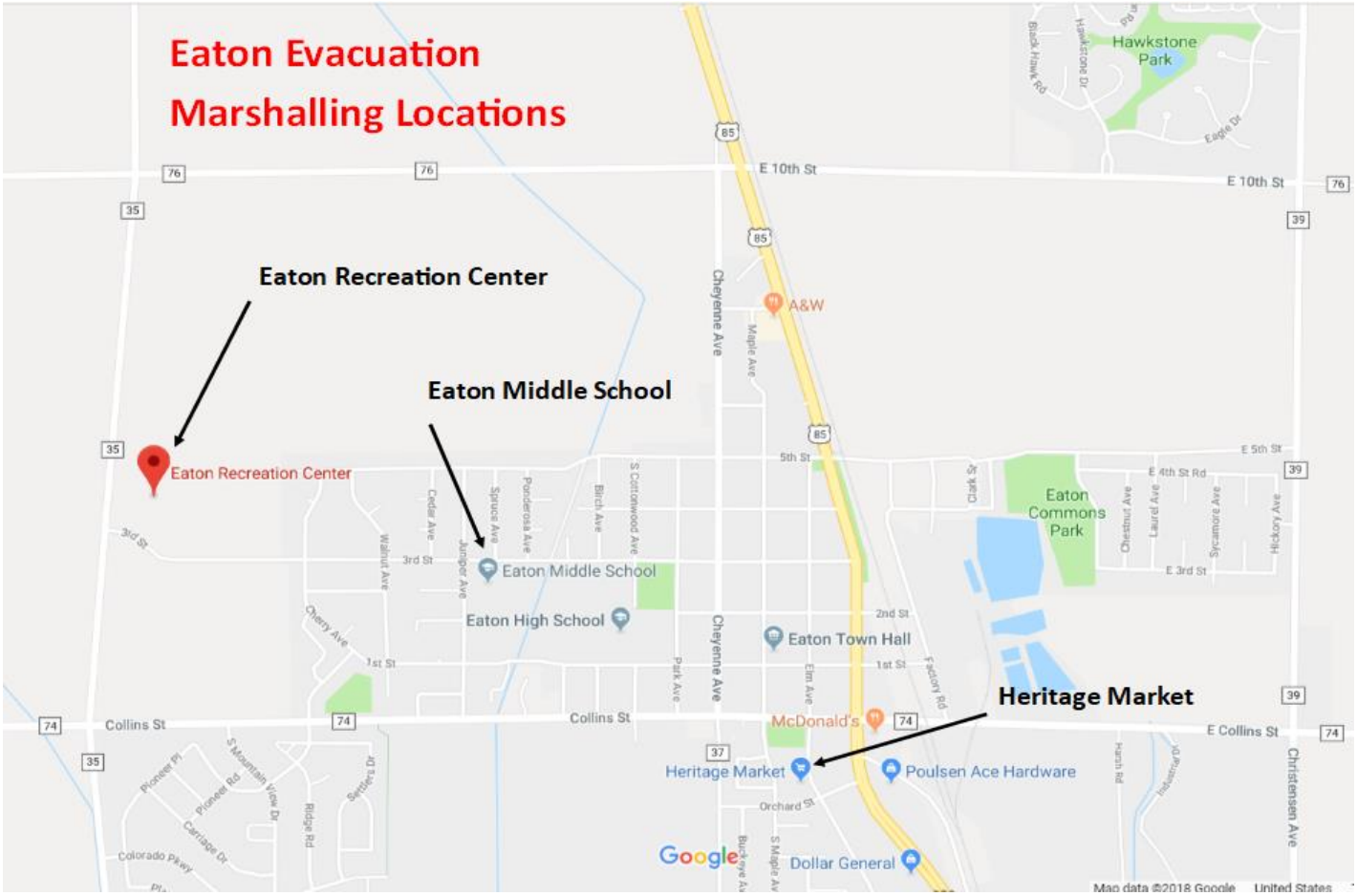
Under the Colorado Disaster Emergency Act of 1992, the principle executive officer of a local government is empowered to declare a "local disaster." Upon that declaration, the response and recovery aspects of any and all local and inter-jurisdictional disaster emergency plans are activated § 24-32-2109(1-2), C.R.S. A plan that authorizes evacuations furnishes the legal power to the local jurisdiction to issue evacuation orders. The sheriff may also order an evacuation under his authority to keep the peace § 30-10-516, C.R.S. Evacuation orders are enforced by criminal sanctions, and a person disobeys an evacuation order at his or her peril.

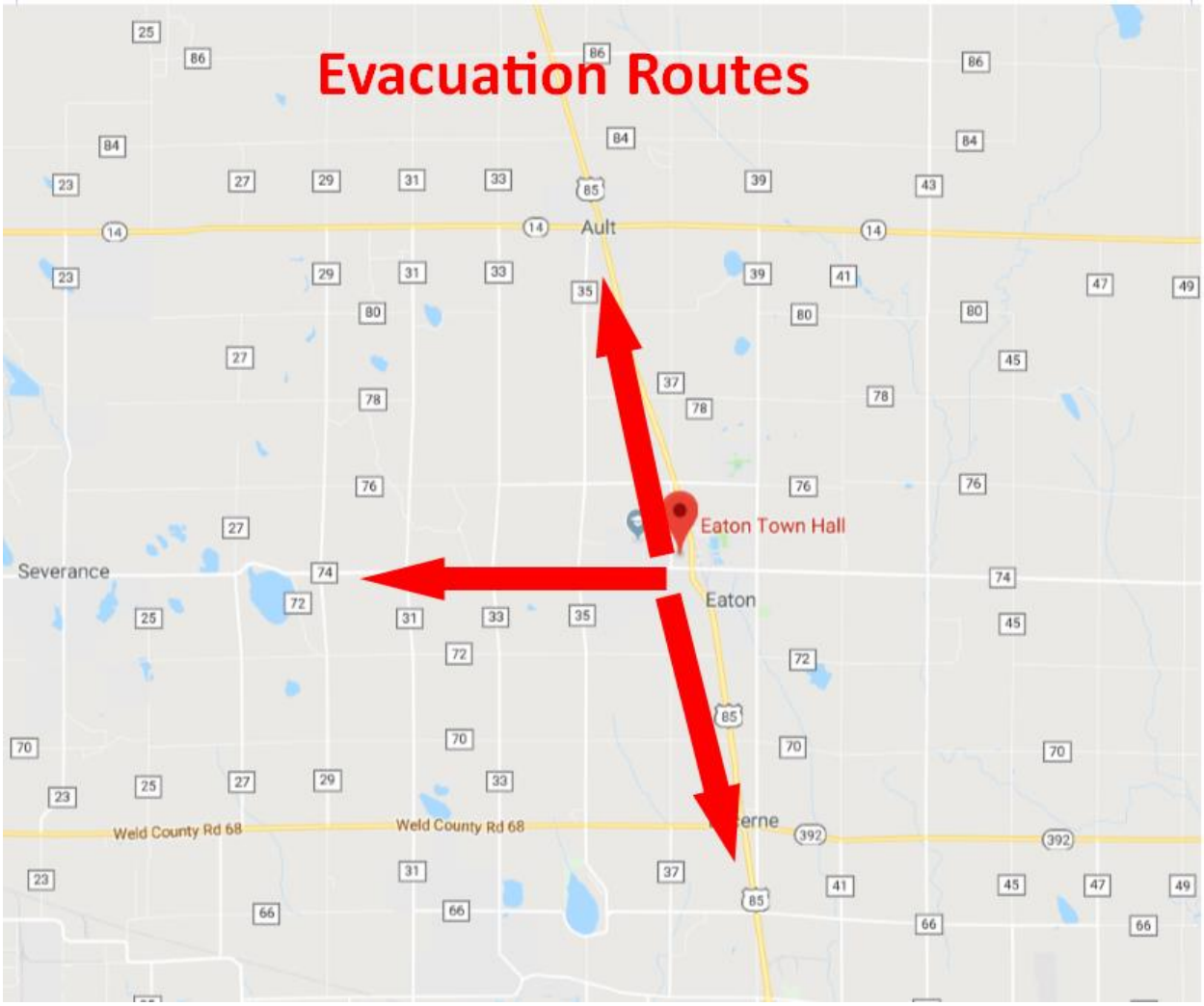
> *C.R.S. § 24-32-2109(1-2): "Local governments are also empowered by the General Assembly under this statute. § 24-32-2109, C.R.S. A "local disaster" can be declared by the principal executive officer of a political subdivision of the state. § 24-32-2109(1), C.R.S. Upon that declaration, the response and recovery aspects of any and all local and interjurisdictional disaster emergency plans are activated. § 24-32-2109(2)."*

> *C.R.S. § 30-10-516: "It is the duty of the sheriffs, undersheriffs, and deputies to keep and preserve the peace in their respective counties, and to quiet and suppress all affrays, riots, and unlawful assemblies and insurrections. For that purpose, and for the service of process in civil or criminal cases, and in apprehending or securing any person for felony or breach of the peace, they, and every coroner, may call to their aid such person of their county as they may deem necessary."*

The need to order an evacuation is a consideration the Incident Commander makes during his initial scene assessment. The evacuation order will also be passed to both the American Red Cross and the Weld County Office of Emergency Management so that reception and shelter activities can be coordinated. The evacuation order will be conveyed to the appropriate Public Safety Answering Point (PSAP) for rapid multi-media dissemination to the impacted communities.

<u>Access and Functional Needs (AFN)Considerations.</u>
Not all citizens may be able to comply with instructions to take protective action. Annex C-Access and Functional Needs Populations provided additional guidance for addressing the needs of the AFN needs population.





Evacuation Marshalling Areas	Address	Emergency Contact	Capacity
Eaton Elementary School*	224 Juniper	Admin: (970) 454-3331 RE2 Admin: (970) 454-3402	
Eaton Middle School	601	Admin (970) 454-3358	
Evacuation Safe Havens			
Town of Greeley			
Galeton Elementary	24750 3rd St. Galeton, Co	Admin (970-454-3421	

* Contact both the school and the school district if you need assistance during disaster response and recovery operations.

ESF 13b - Evacuation and Traffic Management Checklist

1. Collect the best available information on the hazards and vulnerabilities of an emergency or disaster situation. (FD, PD)
2. Quickly assess the situation and identify appropriate evacuation routes and means of transportation. (FD, PD)
3. Coordinate evacuation staging and sheltering with ESF 6-Mass Care and Sheltering. (FD, PD, EM)
4. Issue the formal evacuation order under the appropriate authority. (Emergency Manager or PD)
5. Develop and deliver clear directions to the public. (PD, Mayor, Board of Trustees)
6. Provide clear guidance to populations that may be unable to comply with the evacuation order. (PD and Mayor, Board of Trustees)
7. Establish efficient evacuation routing and traffic management that fully utilize all available means. (PD, Eaton Public Works Department, Weld County Public Works)
8. Direct special needs populations to request assistance if needed. (PD)
9. Ensure the evacuation/transportation needs of hospitals and nursing homes are communicated to field personnel. (Incident Command and Emergency Manager)
10. Assist in coordinating outside transportation for special needs groups.
11. Monitor evacuation activities and quickly act to resolve any issues (i.e., fuel, accidents, breakdowns) that may impede the speedy completion. (PD)
12. Provide updated information to evacuees by all available means. (i.e., radio, television, and signage) (SO, Mayor, Board of Trustees)
13. Provide access for emergency vehicles to the evacuation area. (PD)
14. Designate shelters for the evacuating public. (EM, American Red Cross)
15. Provide a data collection/sharing capability to enable evacuees to register their evacuation status and re-connect them with their families. (American Red Cross)
16. Track all evacuation activities and provide an update during the periodic EOC situation briefing and for the Situation Report. (PD, FD)

ESF 14a – Long Term Community Recovery – Damage Assessment

Definition: Provide for a coordinated response to facilitate recovery from a disaster or an emergency. Provide for effective utilization of resources to support the Town of Eaton efforts to aid long-term community recovery. Provide damage assessment in order to determine the need for county, state, and federal assistance.

Activation Criteria: When the situation assessment indicates significant potential damage has occurred in the Town of Eaton, the Emergency Manager will activate this ESF.

Lead Agencies (unified): Emergency Manager, Mayor, Board of Trustees, Town Clerk, and Treasurer

Supporting Agencies: Treasurer, Fire Department, Police Department, Public Works, Water Treatment and Sewage, Town Engineer, Atmos Natural Gas, United Power, Century Link, Community Businesses, American Red Cross, Weld County Volunteers Active in Disasters, property owners, insurers

Roles and Responsibilities Although the immediate pressures to respond to a major disaster are overwhelming, the need to begin to document disaster impacts early in the response effort should not be overlooked. In addition to providing justification for county, state, and federal assistance, accurate damage assessment figures provide information for situation, public information and media reports and can help response officials to focus resources where they are most needed. A systematic damage assessment process will help to ensure timely recovery assistance as well as maximum county, state, and federal financial disaster assistance in state-declared and presidentially declared disasters.

The Emergency Manager will convene an interdepartmental team, for the purposes of collecting and documenting disaster-caused damages and related impacts. Damage assessment personnel at the EOC can use either hard-copy damage assessment forms or the damage assessment program software available through the Colorado Department of Homeland Security and Emergency Management (CDHSEM).

Forms for the initial damage assessment are available from Weld County Office of Emergency Management.

Disaster Declarations

Local disaster or emergency declarations may be necessary in order to fully mobilize the Town of Eaton resources or to enact temporary restrictions such as curfews and price controls. A local declaration is a precondition for state emergency assistance in most cases. Requests for state and federal disaster assistance should be directed through the Weld County Office of Emergency Management (970) 400-3992, to the

Colorado Division of Homeland Security and Emergency Management /State EOC (24-hour emergency number (303) 279-8855).

References

- Colorado Damage Assessment Handbook, 1992, Colorado Office of Homeland Security and Emergency Management.
- Disaster Emergency Procedures for Colorado Local Governments, 1993, Colorado Office of Homeland Security and Emergency Management.
- Town of Eaton Resolution-Community Disaster Emergency Preparedness Program, April 16, 2020.

Disaster Declaration Checklist

1. Assemble a damage assessment team at the EOC, Weld County Damage Assessment Team will be activated.
2. Coordinate the damage assessment resources of other organizations when needed/requested (including damage assessment personnel from Weld County Emergency Management, the Colorado Division of Homeland Security and Emergency Management and the American Red Cross). (Damage Assessment Team)
3. Provide damage assessment guidance and forms to the Damage Assessment Team
4. Establish contacts with representatives of businesses and public utilities that have been impacted to obtain damage assessment information. (Damage Assessment Team)
5. Assign personnel to conduct a windshield survey and provide a preliminary damage assessment. (WC Damage Assessment Team)
6. Identify immediate and long-term impacts to municipal facilities, homes, key businesses (i.e. grocery store, gas station, schools, and churches) (Damage Assessment Team)
7. Maintain contact with legal advisors with respect to the preparation of legal documents such as the formal disaster declaration, curfews orders, price controls, etc. (Emergency Manager, Damage Assessment Team)
8. Document damages to public and private property. (Damage Assessment Team)
9. Assess economic losses (Town Clerk/Treasure, community businesses)
10. Develop a Damage Assessment Report based on available information (Damage Assessment Team, Emergency Manager, Mayor, Town Clerk)
11. Assess known damages against Town of Eaton disaster declaration criteria (see Town of Eaton Disaster Emergency Preparedness and Operations Resolution,April 16, 2020), (Emergency Manager)
12. Sign and distribute the Town's Emergency/Disaster Declaration. (Emergency Manager)

Sample Disaster/Emergency Declaration

Whereas, the Town of Eaton has suffered serious damages to
(e.g., homes, businesses, public facilities, roads, bridges, etc.)
as a result of (e.g., floods, wildfires, etc.)
which occurred (dates, inclusive period); and
Whereas the magnitude of the incident and the
response and recovery costs exceed the resources.
available to the Town of Eaton.
IT IS THEREFORE RESOLVED that the Town of Eaton, Colorado declares
this to be a (an emergency/a disaster).
DATED at the Town of Eaton, Colorado this __ day of _____, 20__.

_____

Mayor, Town of Eaton

ESF 14a – Damage Assessment Checklist

1. Open a Damage Assessment tracking log using the Orion program. (Damage Assessment Team, Emergency Manager, Mayor)
2. Review the situation assessment and liaise with the Incident Command Staff as needed. (Emergency Manager, Mayor)
3. Activate Weld County Damage Assessment Team (Emergency Manager, Mayor).
4. Identify immediate and long-term impacts to essential public services, including water and sewer services, telephones, transportation systems, public safety facilities and services, and public works. (Damage Assessment Team)
5. Establish contacts with representatives of public utilities that have been impacted to obtain damage assessment information. (Damage Assessment Team)
6. Maintain contact with other affected jurisdictions in order to incorporate damage estimates into a countywide summary. (Damage Assessment Team)
7. Coordinate the damage assessment resources of other organizations when needed and requested, including damage assessment personnel from Weld County Office of Emergency Management, CDEM, and the American Red Cross. (Damage Assessment Team, Emergency Manager, Mayor)
8. Maintain contact with county legal advisors with respect to preparation of legal documents, such as formal disaster declarations, curfew orders, price controls, etc. (Emergency Manager)
9. Develop and maintain a town-wide damage assessment. (Damage Assessment Team, Emergency Manager)
10. Assess the town-wide impact and provide recommendations to the Emergency Manager regarding a Town Disaster Declaration (Damage Assessment Team, Mayor, Board of Trustees)
11. Provide an updated damage assessment during periodic EOC situation briefings and for the Situation Report. (Damage Assessment Team)
12. Provide Weld County EM, CDDHSEM with damage assessment information as early as possible. Follow-up with periodic updates as needed. (Damage Assessment Team

ESF 14b – Long Term Community Recovery and Mitigation

Definition: Identify mitigation opportunities, plan, coordinate and execute mitigation strategies to alter, avert, avoid or adapt to the hazards related to a disaster or the resulting cascading events.

Activation Criteria: The Emergency Manager will activate the Recovery Support Function (RSF) as appropriate to mitigate the impact of natural or human caused disasters.

Lead Agency: Emergency Manager

Supporting Agencies: Eaton Mayor, Board of Trustees, Treasurer, Fire Department, Public Works, Water Treatment/Sewage, Town Engineer; Greeley Regional Hazmat

Roles and Responsibilities: There are a broad range of pre- and post-disaster strategies that can significantly limit or reduce the impacts of natural and human caused disasters. The Emergency Manager will initiate an evaluation of recognized hazards options to mitigate their impact and strategies to rapidly implement appropriate actions.

**To be eligible for pre- or post-disaster natural hazard mitigation funds, Eaton must participate in the 2025 All Hazard Mitigation Plan. Possible mitigation opportunities should be considered in all Town planning efforts.*

ESF 14b - Mitigation Checklist*

1. Identify appropriate mitigation strategies and resources. (Emergency Manager, Fire Chief, Town Engineer)
2. Document mitigation efforts in the EOC tracking log Or Baseline Doc (Emergency Manager)
3. Review the situation information and discuss the hazard as needed with the Incident Command Staff(s) and municipal staff. (Emergency Manager)
4. Initial assessment of mitigation options. (Emergency Manager, Public Works, Town Engineer, Weld County Planning and Zoning)
5. Coordinate mitigation options discussion of the appropriate agencies, disciplines, and strategies. (Emergency Managers, Public Works, Town Engineer)
6. Develop and implement mitigation options as appropriate. (Emergency Managers, Town Engineer, Fire Department, Public Works)
7. Notify CDHSEM of mitigation support efforts and needs for state and federal assistance. (Eaton Emergency Manager, Weld County Emergency Manager)
8. Document all mitigation related activities and costs. (Town Financial Director)
9. Provide an update on mitigation activities during the periodic EOC situation briefing and for the Situation Report. (Emergency Manager, Fire Department, Public Works)

ESF 15a – External Affairs/Public Information

Definition: Provide for effective collection, control, and dissemination of information to inform the public of efforts emergency conditions and available assistance. Coordinate Public Information Officers/JIC to minimize rumors and misinformation during an emergency.

Activation Criteria: Public information is an on-going responsibility prior to, during, and after a disaster occurs. A coordinated effort to communicate with the media and the public must be initiated and coordinated early in any emergency or disaster event.

Lead Agency-Unified: PIO, Emergency Manager, Assistant Manager

Supporting Agencies: Eaton Board of Trustees/Mayor, Fire Department, Public Works, Atmos Natural Gas, Xcel Energy, Century Link; American Red Cross, FD, Weld County PIO, Weld County Office of Emergency Management

Roles and Responsibilities: The objective of emergency public information is to provide timely, accurate and comprehensive information about an emergency situation to the public and to the news media. Emergency public information can include general information about the incident, including a summary of government response actions and the projected duration of emergency conditions, as well as specific information and instructions regarding evacuation, street closures, shelter locations, hazardous areas to avoid, or where to call for additional information.

The Incident Commander in the field and local elected officials and other officials at the EOC should be prepared to respond to media inquiries through the designated public information officer. In order to reduce confusion, control rumors, and promote public confidence in emergency response efforts, a single point-of-contact will be established for the direct release of town-wide disaster-related information to the public and to the news media.

In smaller incidents, a single spokesperson or PIO from the primary response agency at the scene should be designated to release information about the incident. In large and protracted disaster events, a single spokesperson/PIO should be designated at the EOC to give media briefings and to approve coordinated news and public information releases. Public information must be shared and coordinated through a Joint Information Center (JIC) or Joint Information System (JIS). The following illustrates on option for this coordination.

Public Information Organization

ESF 15a - Public Information Checklist

1. Open a Public Information tracking log (JIC/Mayor/Board of Trustees)
2. Contact Public Information Officers at command posts in the field and establish procedures for releasing coordinated information to the public and news media. (WC JIC/PIO, Mayor/Board of Trustees)
3. Maintain a list of print and broadcast media contacts for public information uses at the EOC. (WCJIC/PIO, Mayor/Board of Trustees)
4. Ensure information releases are consistent, accurate, and timely. (WCJIC/PIO, Mayor/Board of Trustees)
5. Arrange on-site interviews for news media with appropriate officials and at locations in the field for opportunities to videotape damages or activities at the disaster scene. (WCJIC/PIO, Mayor/Board of Trustees)
6. Notify news media and conduct scheduled media briefings (a media center or some other location for media briefings can be designated at a site outside of the EOC facility). (WCJIC/PIO, Mayor/Board of Trustees)
7. Establish telephone bank to handle citizen inquiries and to provide/verify information and control rumors if needed. (WCJIC/PIO, Mayor/Board of Trustees)
8. Maintain file copies of all public information releases, news releases, and citizen inquiries. (WCJIC/PIO, Mayor/Board of Trustees)
9. Monitor media broadcasts to ensure accuracy of reports and establish methods for correcting erroneous information and controlling the spread of rumors. (WCJIC/PIO, Mayor/Board of Trustees)
10. Provide an update on public information activities during the periodic EOC situation briefings and for the Situation Report. (JIC/Mayor/Board of Trustees)
11. Prepare final news releases and advise media representatives of points-of contact for follow-on information about the incident. (Mayor, Board of Trustees, WCJIC/PIO)

ESF 15b – External Affairs

Definition: Provide emergency warning, information, and guidance to the public. Facilitate the requirements and resources needed to provide for backup capability for Emergency Alert Systems.

Activation Criteria: This ESF may be activated anytime an imminent threat is identified. Both natural and human caused disasters may present time sensitive opportunities to warn and direct the public.

Time sensitive warning is an established function/process within the Town of Eaton Fire Protection District. Pre-disaster warning and notification of both response agencies and the general public will generally occur before the activation of the EOC or this plan. Warning and communication may initiate the activation of the EOC and this plan.

Lead Agency: Fire Department, WCRCC, Emergency Manager

Supporting Agencies: The National Weather Service, TV and radio media

Roles and Responsibilities: In a rapid onset disaster such as a flash flood or major hazardous materials incident, the FD and/or Weld County Regional Communications Center will alert appropriate response agencies, municipalities and communities utilizing Emergency Alert Systems. The Weld County Regional Dispatch Center is a 24/7 facility that can disseminate notifications of actual or imminent emergency situations from a variety of sources, including:

- Emergency Alert System (EAS)/National and State Radio Warning Systems messages
- Reverse 911, Code Red, IPAWS and ReachWell.
- National Weather Service (NWS) flood warnings and severe weather advisory information, provided by telephone and radio from NWS offices.
- Weld County Sheriff's Deputies in the field
- Citizens' calls to 911 and other reports received at area communications and dispatch facilities.
- The Incident Command Staff

The Emergency Alert System (EAS) provides the principal means of disseminating warnings and other emergency information to the most people in the general area, limited by the number of people that are not tuned to local radio and television broadcasts. The National Weather Service issues "Watch" and "Warning" information to Weld County about flash floods and severe winter or summer storms.

The Emergency Manager maintains a list of local and county emergency personnel and 24-hour contact information for Eaton officials, Sheriff's Office, fire agencies, School, utility services, volunteer agencies and other private organizations. The Emergency

Manager, on a semi-annual basis, will contact all jurisdictions, agencies, and offices to ensure that all emergency contact information is current and accurate.

The Weld County Regional Communications Center operates the primary facility and systems for providing emergency communications in unincorporated areas and is linked with Eaton communication center and State Patrol. Backup communications can be provided by fire and police agencies that are available to support emergency operations.

Since an extraordinary amount of radio traffic can be expected in a disaster, the ability to communicate effectively relies on flexibility, communications discipline (essential communications only), and redundant capability. Some systems become overloaded or are unusable because of the disaster. Each response agency in Eaton should become familiar with outside system protocols for establishing communications during disaster operation.

ESF 15b - Warning and Communications Checklist

1. Alert affected and threatened municipalities and communities of emergency situation. (SO)
2. Activate the Emergency Alert System (EAS) by contacting the control room operator at designated television and radio stations and issue warning information or other recommended public safety instructions. (FD, SO)
3. Establish communications between Weld County and the Town of Eaton as appropriate. (WCRCC, WCOEM and EM)
4. Establish communications between the Incident Command Staff(s), Eaton, and decision-makers at the county EOC. (WCOEM and EM)
5. Activate to be used strictly for emergency management traffic between ICP(s), EOC(s), and affected jurisdictions. (SO and EM))
6. Activate and integrate backup and support resources from amateur radio organizations and volunteer organizations. (WC OEM)
7. Establish a JIC to support dispatch management of non-emergency 911 calls. (JIC, PIO and EM)
8. Terminate use of emergency communications channels when no longer required. (WCRCC and EM)
9. Provide a summary of warning and communications activities during the periodic EOC situation briefing and for the Situation Report. (WCRCC and JIC, PIO)

ANNEX A – Donations Management

Definition: Determine needs and establish a means to collect, receive, account for, store, manage, distribute, and dispose of donated goods, services, funds, and materials.

Activation Criteria: The Town Administrator will coordinate activation of this annex in support of ESF 7-Logistics and resources, to ensure the effective management of donations.

Lead Agency:-Unified: Eaton Emergency Management (ESF 5-Logistics and Resources),

Supporting Agencies: Sheriff's Office, Volunteer Organizations Active in Disasters (WCVOAD), Schools, and Churches.

Roles and Responsibilities: This ESF will coordinate the definition of needs, solicitation, receipt, storage, distribution, and documentation of donated goods in support of field operations and general recovery activities/needs of the public.

Donations Management

1. Open a Donations Management Log (Mayor, Board of Trustees)
2. Work with ESFs 5/6/7 to determine potential donation needs (Mayor, Board of Trustees)
3. Establish donations guidelines for the public (Mayor, Board of Trustees, Town Attorney)
    a. What is needed/requested?
    b. Where should donations be delivered?
    c. When are donations being accepted?
    d. Condition requirements of donations
4. Coordinate the release of guidance to the public with ESF-15a (Mayor, Board of Trustees. WC OEM/PIO)
5. Establish donation acceptance locations (Mayor, Board of Trustees)
6. Coordinate site staffing and logistics (Mayor, Board of Trustees)
7. Liaise with site staff to maintain situation awareness of available donation needs (Mayor, EM)
8. Coordinate delivery support with ESF 1/5/7 and appropriate EOC staff (Mayor, Emergency Manager, Town Clerk)
9. Track all donations activities and provide an update during the periodic EOC situation briefing and for the Situation Report. (Mayor, Board of Trustees)

ANNEX B – Volunteer Management

Definition: Determine the needs and roles for organized and spontaneous volunteers. Coordinate the supervision, direction, documentation, care, feeding and safety of volunteers.

Activation Criteria: The Town Administrator or his designee will activate this annex as needed under ESF 7-Logistics and Resources.

Lead Agency: -Lead: Eaton Emergency Management

Supporting Agencies: Mayor, Board of Trustees, WC Emergency Management, and Volunteers Active in Disasters.

Roles and Responsibilities: This ESF will coordinate the efforts of organized and spontaneous volunteers to assist community disaster response, mitigation, and recovery effort.

Volunteer Management

1. Coordination Log (Assistant Town Manager, Town Clerk)
2. Work with ESFs 5/6/7 to determine potential needs for volunteers (Mayor, Board of Trustees
3. Review legal/liability issues related to the use of spontaneous volunteers and volunteer organizations (Mayor, Town Attorney)
4. Establish Guidelines for volunteers.
    a. What is needed/requested?
    b. Where should volunteers report (designate a Volunteer Assembly Point)?
    c. What tools, equipment, and supplies should they bring?
5. Coordinate requests for volunteers and the distribution of volunteer guidance with the Public Information Officer/Joint Information Center (Mayor, Board of Trustees)
6. Designate volunteer team coordinator(s) (Mayor, Incident Commander, Volunteers Active in Disaster)
7. Document volunteers (name, contact information, reporting/departing time, assignment, team, and supervisor) (Mayor, designated volunteer coordinator)
8. Consider logistics needs of volunteers (Incident Commander, Mayor, Volunteer Coordinator)
9. Document resources and costs associated with volunteer activities. (Mayor, Town Clerk)
10. Document and report volunteer numbers and activities. (Emergency Manager)

ANNEX C – Access and Functional Needs Populations

Definition: Citizens who are unable to independently take protective actions of sheltering in place or evacuation will be considered to have Access and Functional needs. This annex provides general guidance for the preparedness of this population and response efforts to assist them and their care-givers.

Activation Criteria: The Town Administrator or his designee will activate this annex as needed.

Lead Agency: Emergency Manager or designee

Supporting Agencies: WC OEM, Eaton Fire Protection District, EMS services, VOAD

Roles and Responsibilities: Responsibility for the safety of Access and Functional needs populations is a partnership between their primary caregiver/guardian, and public safety agencies supported by service and volunteer organizations. The following table outlines roles and responsibilities to prepare and assist special needs populations and facilities.

Responsible Party	Timing	Action
Eaton Administration	Pre-Disaster/Annual Update	Public outreach and education effort to the Access and Functional needs population and their caregivers about sheltering –in-place, evacuation, warning, and communications planning. (Guidance and checklist can be developed and provided)
WC Regional Community Center	Pre-Disaster/Annual Update	Establish communication with public and AFN populations
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Provide information to WCRCC about your access and functional needs.
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Evaluate shelter-in-place supplies/kits, evacuation, warning, and communication planning,
Individual/Guardian/ Care Provider	Pre-Disaster/Annual Update	Establish a support network with family, friends, and community service organizations to request assistance as needed for disaster emergency preparedness and response.
Access and Functional Needs Facilities	Pre-Disaster/Annual Update	Establish a support network with like facilities to coordinate disaster response and recovery partnerships. Pre-plan evacuation

		efforts, resources and locations.
Individual/Guardian/ Care Provider	On-going	Be aware of season weather concerns.
Individual/Guardian/ Care Provider	On-going	Be aware of warning systems.
WCRCC. WCOEM, Local Government, State and Federal Agencies	When a threat to public safety is identified	Provide warning and guidance using available means (i.e., siren, reverse-911, SAME radio messaging, Emergency Alert Systems, social media, etc.).
Individual/Guardian/ Care Provider	When a threat to public safety is identified	Take appropriate action as directed to shelter-in-place or evacuate.
Individual/Guardian/ Care Provider	When endangered or unable to take appropriate protective actions	Request assistance from your support network. Notify the WCRCC to request assistance if needed.
WCOEM/Public Safety Agencies	As needed during emergency and disaster situations	- Respond as requested to assist special needs populations and facilities. -Communicate with public and Access and Functional needs individuals and facilities to determine status and needs.

V. GLOSSARY

A. ACRONYMS

A. ACRONYMS

AFN	Access and Functions Needs population
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CDHSEM	Colorado Division of Homeland Security Emergency Management
CDPHE	Colorado Department of Public Health and Environment
CDOT	Colorado Department of Transportation
CDPS	Colorado Department of Public Safety
COVOAD	Colorado Voluntary Organizations Active in Disasters
CSP	Colorado State Patrol
WCSO	WCSO Search and Rescue
EM	Emergency Manager
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FPD	Fire Protection District
FEMA	Federal Emergency Management Agency
PH	Public Health
PW	Public Works
SAR	Search and Rescue
SEOC	State Emergency Operations Center
SEOP	State Emergency Operations Plan
SO	Sheriff's Office
UC	Unified Command
UW	United Way
WCDPHE	Weld County Department of Public Health and Environment
WCSO	Weld County Sheriff’s Office
VOAD	Volunteers Active in Disasters

B. DEFINITIONS

Access and Functions Needs- Residents with lack of access to resources to maintain their independence.

American Red Cross (ARC) - A volunteer organization that works closely with local, state, and federal governments in preparing for and responding to disaster events. All Red Cross assistance to disaster victims is based upon verified disaster-caused need and granted outright from public donations.

Agency – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Area Command (Unified Area Command) - An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Colorado Search and Rescue Board (CSRB) - The organization in Colorado that coordinates the provision of assistance to local governments during search and rescue missions.

Communication Unit - An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support incident Communications.

Cooperating Agencies - An agency supplying assistance other than direct tactical or support functions or resources to an incident commander or to a broader disaster relief effort.

Damage Assessment - A formal appraisal or determination of the actual physical effects resulting from a disaster. Accurate damage assessment figures help to determine priority actions and the level of outside assistance that is needed for community recovery.

Damage Survey Report (DSR) - A comprehensive engineering report prepared by a local-state-federal team that outlines the scope of work and estimated cost of repairs at each damage site after a disaster.

Decontamination – The reduction or removal of a chemical, biological, or radiological material from the surface of a structure area, object, or person.

Disaster - A statistically rare event that results in widespread damage and destruction, disrupts social and economic conditions, and overwhelms local resources and personnel, requiring outside assistance from other jurisdictions and other levels of government.

Emergency Alert System (EAS) - The broadcast stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during wartime, national emergencies, and major disasters.

Emergency - A situation resulting from an accident or hazard event that produces serious local impacts and threatens the safety of people and property, but can be effectively handled with local and normal mutual aid resources.

Emergency Management - An integrated approach to the management of emergency programs and activities across four phases -- mitigation, planning, response and recovery -- that addresses all hazards (natural and man-made) and incorporates resources available from all levels of government and from non-governmental sources.

Emergency Manager - The individual(s) within each political subdivision with management authority and/or coordination responsibility for emergency management activities within the jurisdiction.

Emergency Operations Center (EOC) - A location from which centralized emergency management can be performed to coordinate the overall jurisdictional response and support effort following a disaster or emergency.

Emergency Operations Plan - A concise document that describes the coordinated actions that government will take to protect people and property in the event of a major emergency or disaster.

Emergency Response Agency - Any organization responding to an emergency, or providing support to such an organization, whether in the field, at the scene of an incident, or in an emergency operations center. Although the term usually refers to law enforcement, fire, and EMS agencies, all elements of government can be mobilized in the aftermath of a disaster.

Emergency Support Function – Functional area of response activity established to facilitate delivery of assistance required during immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exercise - A training and education method that utilizes a simulated disaster or emergency situation to evaluate plans and procedures, usually in a classroom (tabletop), EOC (functional), or field (full-scale) environment.

Floodplain - The lowland areas historically subject to flooding. The base floodplain, or 100-year floodplain, is the regulatory floodplain under the National Flood Insurance Program (the area subject to a one percent chance of flooding in any given year).

Hazard – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation - The policies, practices and measures implemented to save lives, protect property, and reduce economic losses and social disruptions caused by disasters. Hazard mitigation techniques are designed to reduce hazard-related losses by avoiding hazards or by

minimizing their effects (e.g., floodplain management programs, hazard zone regulations, hazard education programs, etc.).

Incident Action Plan - An ICS term referring to the plan that reflects the overall incident strategy and specific tactical actions along with supporting information (e.g., traffic plan, communications plan, safety plan, maps, etc.).

Incident Commander - The individual responsible for the command of all emergency functions at the field response level.

Incident Command Post (ICP) - The location where primary command activities are conducted (also referred to as Command Post). The ICP is located within the outer perimeter in an area free from danger and confusion and, where possible, has the equipment necessary to communicate with EOCs, communications centers, staging areas, and other field locations.

Incident Command System (ICS) - A standardized on-scene emergency management system specifically designed to allow its users to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being constrained by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with command responsibility for the management of resources to effectively accomplish identified incident objectives.

Incident Management Team (IMT) – The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action - The actions taken by those responders first to arrive at an incident site.

Joint Public Information Center (JPIC) - An information center where news media and involved response agencies can exchange information regarding emergency response activities. A location for public information officers from different agencies to coordinate information and prepare joint media releases.

Joint Information System/Center (JIS/JIC) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional

(e.g., law enforcement, public health).

Liaison Officer – A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

Media Center - A location for news media members to gather during protracted incidents and to obtain official updates on the status of relief efforts. A facility where informational briefings can be provided to the media away from the scene and outside of the EOC.

Mitigation – The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Multiagency Coordination Entity - A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multijurisdictional Incident - An incident requiring action from multiple agencies that have a statutory responsibility for incident response and recovery (in ICS, multijurisdictional incidents are managed under a Unified Command structure).

Mutual-Aid Agreement - A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and equipment.

National Incident Management System - A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework – A plan mandated by HSPD-5 that integrated Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization - An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability - The ability to account for the location and welfare of Incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting - A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness – The range of deliberate, critical tasks, and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations - The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Public Information Officer (PIO) - The individual at the field level or at the EOC who has been delegated the authority to prepare public information releases and to interact with the news media.

Recovery Support Function-

Resources - Emergency resources are the personnel, equipment and materials available, or potentially available, for use in responding to emergency situations or disaster events (from public, private, military and volunteer sources).

Resource Management - Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

Response - Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities

designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; on-going public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Staging Area - The location(s) where emergency response resources are temporarily located while awaiting tactical assignments.

State Emergency Operations Plan (SEOP) - The state-level plan that defines the staffing responsibilities and coordination methods of state government agencies during emergencies or disasters, including procedures for committing state, federal and military resources to supplement local response and recovery efforts.

Supporting Technologies - Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Unified Command - An ICS procedure for ensuring a coordinated multiagency incident response which allows all agencies with geographical, legal or functional responsibilities to establish a common set of incident objectives and planning strategies (without abdicating agency authority, responsibility or accountability).

Volunteer - For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed.

C. EMERGENCY CONTACT LIST

C. EMERGENCY CONTACT LIST:

Point of Contact: Initial Warning	Telephone Numbers	Person of Contact
Town Administrator/Emergency Manger	970-324-4154	Town Administrator
Financial Director	970-454-3338	Faith Smith
Mayor of Eaton	C: 970-381-5172	Scott Moser
Assistant Town Administrator	970-324-4154	Greg Brinck
Town Clerk	970-454-3606	Jane Winter
Director of Public Works	970-539-8193	Juan Romero
Police Chief	1-970-415-1255	Kevin Sturch
Board of Trustees (in order of length in office)	See Grid Below	
Weld County Emergency Manager	970-356-4015 ext.3990, 970-304-6548 C: 970-400-3992 Or 911	Roy Rudisill or On Call EM

Point of Contact: Initial Coordination	Telephone Numbers:	Person of Contact
Fire Chief/ Assistant Fire Chief	970-454-2115 970-584-0662 911	Fire Chief: Seth Wambolt Asst. Chief: Michael Lenderink
WCRCC / Dispatch	970-350-9600 911	

Points of Contact	Telephone Numbers	Person of Contact
American Red Cross	303-722-7474	
Atmos	866-322-8667 or 911	
Century Link	877-348-9005 (int) 877-348-9007 (phone)	
Colorado DOT	970-350-2368	
Colorado Information Analysis Center (CIAC)	877-509-2422	
Colorado State Patrol	303-239-4501	
Colorado Public Safety	303-239-5775	
County Animal Response Team	970-590-5410 970-397-1321	Also see WCAC below
Eaton Fire Protection District	970-454-2115	Seth Wambolt
Eaton Public Works Department	970-539-8193	Juan Romero
Eaton Water/Waste Water Department	970-539-8193	Juan Romero
National Weather Service	303-494-4221	
RE2 School District	Admin: 970-454-3402	Jay Tapia
Salvation Army	970-346-1661	
Regional Hazmat Team	WCRCC / Dispatch	
Town of Eaton Engineer	970-488-1119	Brad Curtis
Town of Eaton Attorney	970-419-8226	Avi Rocklin
Town of Eaton Police Department	970-454-2212	
XCel		On Call
Eaton Animal Control	970-454-2212	
Weld County Coroner	970-400-4990	On-call coroner
Banner (GMR)		
Weld County Public Health and Environment	970-400-	
Weld County Public Works	970-304-6496	
Weld County Regional Communications Center	970-350-9600	

Weld County Sheriff's Office/ Dispatch	970-356-4015	
Greeley Victims Advocate's	(Dispatch)	On Call Advocate
Weld County Office of Emergency Management	970-400-3992	On Call EM
Volunteers Active in Disasters		VOAD Colorado
Xcel Electric	800-895-1999 (outage) 800-895-2999 or 911 (gas emergency)	

THIS PLAN IS FOR THE USE AND BENEFIT OF THE TOWN OF EATON ONLY. IT MAY BE AMENDED OR REVOKED AT ANY TIME BY THE EMERGENCY MANAGER OR THE TOWN OF EATON BOARD OF TRUSTEES. NO PERSON IS ENTITLED TO RELY ON THIS POLICY. THIS POLICY SHALL NOT BE DEEMED TO CREATE ANY CONTRACT OR OTHER RIGHTS. THIS POLICY CREATES NO THIRD-PARTY BENEFICIARIES.

This plan is the cooperative effort of the Town of Eaton, its mutual aid partners, the Weld County Office of Emergency Management and other county agencies, the Colorado Division of Homeland Security and Emergency Management CDHSEM.

Eaton Town Board

Agenda Item

TO: Board of Trustees	
FROM: Chief Kevin Sturch	
DATE of MEETING: April 18th 2024	
TITLE/SUBJECT: Updated Town of Eaton Emergency Operations Plan (amended 04/2024)	

DESCRIPTION

The amended 2024 Town of Eaton Emergency Operations Plan with updated staff and partners. Previous version March 25th 2019.

SUMMARY

Over the last year the Eaton Police Department, Eaton Fire Department, and the Weld County Department of Emergency Management have been working to update the Town of Eaton EOP. The plan was last updated in 2019 and was outdated and contained signatures and duties for staff that are no longer with the Town of Eaton. The updated plan, which is attached to this memo has been reviewed and is ready for adoption. It contains updated information and updated verbiage to meet new operational standards.

KEY POINTS

- Last updated March 25th 2019
- The 2019 version contains staff signatures from employees who no longer work at the Town of Eaton
- Partners have changed since 2019, examples of this are, new service providers, churches, and groups.
- Brings the EOP up to todays needs for the Town of Eaton

The updated guide was vetted by me, along with Fire Chief Wambolt and Weld County OEM Denise Bradshaw. This was a long process, and the result is an updated plan that if activated will be an accurate plan to follow allowing for a smoother Emergency Operation.

COST & BUDGET

No cost

RECOMMENDATION

Staff recommends that the updated up dated Town of Eaton Emergency Operations Plan be adopted by the Board of Trustees.

PROPOSED MOTIONS:

For Approval: I move to approve Resolution No. 2024-09, a Resolution Adopting Town of Eaton Emergency Operations Plan.

For Denial/Table: I move to deny or table the approval of Resolution No. 2024-09, a Resolution Adopting Town of Eaton Emergency Operations Plan, the reason being _____.

TOWN OF EATON, COLORADO
RESOLUTION NO. 2024-10

RESOLUTION APPROVING THE PURCHASE AND SALE AGREEMENT BY AND BETWEEN THE TOWN OF EATON AND LYNN WALKER FOR THE PURCHASE OF REAL PROPERTY LOCATED AT 131 CHEYENNE AVENUE, EATON, COLORADO 80615, FOR THE BENEFIT AND USE OF THE EATON PUBLIC LIBRARY

WHEREAS, the Town of Eaton, Colorado (the "Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, Lynn Walker ("Owner") is the owner of real property known by legal description as ETN 14205 L33-34 BLK31, Town of Eaton, County of Weld, State of Colorado, and by street address as 131 Cheyenne Avenue, Eaton, Colorado 80615, consisting of approximately 0.187 acres ("Property"); and

WHEREAS, the Property is adjacent to the Eaton Public Library, located at 132 Maple Avenue, Eaton, CO 80615 ("Library"); and

WHEREAS, the Library desires to utilize the Property for library purposes, and, based on the foregoing, the Town Board finds that the acquisition of the Property will serve a public purpose; and

WHEREAS, the Owner desires to sell the Property to the Town; and

WHEREAS, the Purchase and Sale Agreement, attached hereto, contains terms and conditions for the acquisition of the Property, including provisions for an earnest money deposit, a due diligence period for review of documents and purchase at an agreed upon price of Two Hundred Eighty-Eight Thousand Dollars ($288,000.00); and

WHEREAS, the Town has funds, held for and on behalf of the Library, in the Library Fund that may be used to purchase the Property; and

WHEREAS, the Town Board may be required to adopt an amendment to the 2024 Budget to effectuate this transaction and, if necessary, intends to adopt such amendment; and

WHEREAS, the Town Board finds and determines that the terms and conditions of the Purchase and Sale Agreement are reasonable and promote the public health, safety, prosperity, security and general welfare of the Town and the Library; and

WHEREAS, the Town Board finds that adoption of this Resolution is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF EATON, COLORADO, THAT:

Section 1: The Purchase and Sale Agreement, attached hereto and incorporated herein by reference as Exhibit A, is hereby approved, and the Mayor is authorized to execute the same.

Section 2: The Town Administrator is authorized to take all steps necessary to carry out the terms of the Purchase and Sale Agreement, including the execution of all documents necessary or required for closing. The Town Attorney is authorized to make such modifications, if any, to the Purchase and Sale Agreement as are advisable to assure clarity, consistency and protection of the interests of the Town and the Library.

Section 3: This Resolution shall be effective upon adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Town Board of Trustees of the Town of Eaton on this 18th day of April, 2024.

TOWN OF EATON, COLORADO

By:_____
Scott E. Moser, Mayor

ATTEST:

By:_____
Margaret Jane Winter, Town Clerk

Eaton Town Board

Agenda Item

TO:	Board of Trustees
FROM:	Amber Greene, Library Director
DATE of MEETING:	04/18/2024
TITLE/SUBJECT:	Library Property Purchase Agreement

DESCRIPTION

Property at 131 Cheyenne Ave Eaton, Colorado is adjacent to the library's current property and zoned as R1 use-by-review.

BACKGROUND

On March 26, 2024 the Library Advisory Board motioned to approve purchase of the above property for an amount not to exceed $300,000.

SUMMARY

Included in the packet is an appraisal for $288,000 and a Land Improvement Certification.

KEY POINTS

Consistent population growth and increased library usage indicate a future need for expanded facilities. The library is currently conducting a community needs assessment to determine future strategic and space planning priorities, which would be used to inform capital planning for this site.

COST & BUDGET

The approval of this purchase agreement would incur a cost of $288,000 plus closing fees and incidentals.

RECOMMENDATION

Staff recommend acquiring property at 131 Cheyenne Ave, Eaton for future library use.

APPRAISAL OF REAL PROPERTY

LOCATED AT

131 Cheyenne Ave
Eaton, CO 80615
ETN 14205 L33-34 BLK31, Town of Eaton, County of Weld, State of Colorado

FOR

Town of Eaton
132 Maple Ave
Eaton, CO 80615

AS OF

02/19/2024

BY

Holly King
DRM Real Estate Advisors, LLC
PO Box 99
Windsor, CO 80550
(970) 396-0678
cageycajun@aol.com

Client	Town of Eaton					File No.	SFR24-103
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

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RESIDENTIAL APPRAISAL REPORT

File No.: SFR24-103

SUBJECT

Property Address: 131 Cheyenne Ave | City: Eaton | State: CO | Zip Code: 80615
County: Weld | Legal Description: ETN 14205 L33-34 BLK31, Town of Eaton, County of Weld, State of Colorado
Assessor's Parcel #: 070931318001
Tax Year: 2023 | R.E. Taxes: $ 1,309 | Special Assessments: $ 0 | Borrower (if applicable): N/A
Current Owner of Record: Lynn L and Irma Lorene Walker | Occupant: ☐ Owner ☐ Tenant ☒ Vacant | ☐ Manufactured Housing
Project Type: ☐ PUD ☐ Condominium ☐ Cooperative ☒ Other (describe) Residential | HOA: $ 0 ☐ per year ☐ per month
Market Area Name: Eaton Town | Map Reference: 24540 | Census Tract: 0015.00

ASSIGNMENT

The purpose of this appraisal is to develop an opinion of: ☒ Market Value (as defined), or ☐ other type of value (describe)
This report reflects the following value (if not Current, see comments): ☒ Current (the Inspection Date is the Effective Date) ☐ Retrospective ☐ Prospective
Approaches developed for this appraisal: ☒ Sales Comparison Approach ☐ Cost Approach ☐ Income Approach (See Reconciliation Comments and Scope of Work)
Property Rights Appraised: ☒ Fee Simple ☐ Leasehold ☐ Leased Fee ☐ Other (describe)
Intended Use: Establish current market value as of effective date.
Intended User(s) (by name or type): The Town of Eaton Colorado
Client: Town of Eaton | Address: 132 Maple Ave, Eaton, CO 80615
Appraiser: Holly King | Address: PO Box 99, Windsor, CO 80550

MARKET AREA DESCRIPTION

Location:	☐ Urban	☒ Suburban	☐ Rural
Built up:	☒ Over 75%	☐ 25-75%	☐ Under 25%
Growth rate:	☐ Rapid	☒ Stable	☐ Slow
Property values:	☐ Increasing	☒ Stable	☐ Declining
Demand/supply:	☐ Shortage	☒ In Balance	☐ Over Supply
Marketing time:	☒ Under 3 Mos.	☐ 3-6 Mos.	☐ Over 6 Mos.

Predominant Occupancy	
☒ Owner	95
☒ Tenant	5
☒ Vacant (0-5%)	
☐ Vacant (>5%)	

One-Unit Housing	PRICE $(000)	AGE (yrs)
Low	240	53
High	355	124
Pred	272	104

Present Land Use	
One-Unit	95 %
2-4 Unit	1 %
Multi-Unit	1 %
Comm'l	3 %
	%

Change in Land Use: ☐ Not Likely ☒ Likely * ☐ In Process *
* To: Development to Town Govt building or parking

Market Area Boundaries, Description, and Market Conditions (including support for the above characteristics and trends): An area of lot and block SF housing and commercial enterprises.Subject lies in a well defined lot and block neighborhood of tract housing. Due to rising interest rates within the last several years, the real estate market has stabilized. Demand for affordable housing remains strong, absorption of listings remains 0-60 days. Over 90 day listings are rare and usually are over priced or new construction builds. Neighborhood--CR 76 to the North, CR 39 to the East, CR 74 to the South, Cherry Ave to the West.

SITE DESCRIPTION

Dimensions: 162x48x163x51 | Site Area: 8,125 sf
Zoning Classification: R-2 | Description: Light Density Residential as per Eaton Zoning
Zoning Compliance: ☒ Legal ☐ Legal nonconforming (grandfathered) ☐ Illegal ☐ No zoning
Are CC&Rs applicable? ☐ Yes ☐ No ☒ Unknown | Have the documents been reviewed? ☐ Yes ☒ No | Ground Rent (if applicable) $ /
Highest & Best Use as improved: ☐ Present use, or ☒ Other use (explain) The highest and best use of the land as vacant is development with a commercial use, business offices or new construction residential consistent with surrounding area.
Actual Use as of Effective Date: Residential | Use as appraised in this report: Residential
Summary of Highest & Best Use: The highest and best use of site is development in accordance with Town review/application/legal permitting processes into business offices or library annex.

Utilities	Public	Other	Provider/Description
Electricity	☒	☐	public provider
Gas	☒	☐	public provider
Water	☒	☐	Town of Eaton
Sanitary Sewer	☒	☐	Town of Eaton
Storm Sewer	☒	☐	Town of Eaton

Off-site Improvements	Type	Public	Private
Street	Asphalt	☒	☐
Curb/Gutter	Concrete	☒	☐
Sidewalk	Concrete	☒	☐
Street Lights	None	☐	☐
Alley	Dirt/Gravel	☒	☐

Topography	Flat
Size	.187 ac
Shape	Rectangular-corner
Drainage	Positive at building envelope
View	Residential/City Street

Other site elements: ☐ Inside Lot ☒ Corner Lot ☐ Cul de Sac ☒ Underground Utilities ☐ Other (describe)
FEMA Spec'l Flood Hazard Area ☐ Yes ☒ No | FEMA Flood Zone X | FEMA Map # 08123C1239E | FEMA Map Date 1/20/2016
Site Comments: We have not been supplied a survey. We assume there are no easements or encroachments that negatively impact value. Subject is accessed from the West or North side--SEE AERIAL SITE MAP--

DESCRIPTION OF THE IMPROVEMENTS

General Description	
# of Units	1 ☐ Acc.Unit
# of Stories	1
Type	☒ Det. ☐ Att. ☐
Design (Style)	Ranch
☒ Existing	☐ Proposed ☐ Und.Cons.
Actual Age (Yrs.)	124
Effective Age (Yrs.)	40

Exterior Description	
Foundation	concrete
Exterior Walls	wood/steel/Avg
Roof Surface	compShg/Avg
Gutters & Dwnspts.	galvzStl/Avg
Window Type	snglhung/fair
Storm/Screens	storm/none

Foundation	
Slab	concrete
Crawl Space	partial
Basement	None
Sump Pump	☐ None
Dampness	☐ Unk
Settlement	Unk
Infestation	Unk

Basement ☒ None	
Area Sq. Ft.	0
% Finished	0
Ceiling	
Walls	
Floor	
Outside Entry	

Heating	
Type	Baseboard
Fuel	Boiler
	Natural Gas

Cooling	
Central	Window ac
Other	N/A
	evap cooler

Interior Description	
Floors	Crpt/Vnyl/poor
Walls	Drywall/Fair
Trim/Finish	PaintedWd/Avg
Bath Floor	Vinyl/Avg
Bath Wainscot	Tile/Avg
Doors	Wood/Average

Appliances	
Refrigerator	☒
Range/Oven	☒
Disposal	☒
Dishwasher	☒
Fan/Hood	☒
Microwave	☐
Washer/Dryer	☒

Attic ☐ None	
Stairs	☐
Drop Stair	☐
Scuttle	☒
Doorway	☐
Floor	☐
Heated	☐
Finished	☐

Amenities			
Fireplace(s) #	0	Woodstove(s) #	None
Patio	None		
Deck	None		
Porch	Front/Covered		
Fence	wire		
Pool	None		

Car Storage ☐ None	
Garage	# of cars (3 Tot.)
Attach.	
Detach.	1
Blt.-In	
Carport	
Driveway	2
Surface	Dirt/Gravel

Finished area **above** grade contains: 5 Rooms 2 Bedrooms 1.0 Bath(s) 949 Square Feet of Gross Living Area Above Grade
Additional features: Although not required for General Purpose appraisal reports, subject property **has** been measured per ANSI Z765--See Sketch addenda
Describe the condition of the property (including physical, functional and external obsolescence): Frame house--2 bedrooms, 1 full bathroom, living room, dining room, kitchen. Enclosed porch to rear of house has cellar access and laundry (not included in GLA). No recent interior improvements noted. Steel exterior siding not original circa unknown. detached garage off alley in current use as shop. Fair interior condition on the interior due to deferred maintenance. Exterior average condition.

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RESIDENTIAL APPRAISAL REPORT

File No.: SFR24-103

TRANSFER HISTORY

My research ☐ did ☒ did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal.

Data Source(s): Realist

1st Prior Subject Sale/Transfer	Analysis of sale/transfer history and/or any current agreement of sale/listing:
Date:	
Price:	
Source(s): Realist	
2nd Prior Subject Sale/Transfer	
Date:	
Price:	
Source(s):	

SALES COMPARISON APPROACH

SALES COMPARISON APPROACH TO VALUE (if developed) ☐ The Sales Comparison Approach was not developed for this appraisal.

FEATURE	SUBJECT	COMPARABLE SALE # 1		COMPARABLE SALE # 2		COMPARABLE SALE # 3	
Address	131 Cheyenne Ave Eaton, CO 80615	333 Elm Ave Eaton, CO 80615		253 E 5th St Eaton, CO 80615		490 Wall St Eaton, CO 80615	
Proximity to Subject		0.25 miles NE		0.50 miles NE		0.41 miles NE	
Sale Price	$		$ 352,000		$ 270,000		$ 275,000
Sale Price/GLA	$ /sq.ft.	$ 240.60 /sq.ft.		$ 294.12 /sq.ft.		$ 343.75 /sq.ft.	
Data Source(s)	Weld County	IRES #996468;DOM 28		IRES #8316702;DOM 34		IRES #987390;DOM 51	
Verification Source(s)	Weld County	Doc #4926826/Realist		Doc #4917563/Realist		Doc #4906695/Realist	
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjust.	DESCRIPTION	+(-) $ Adjust.	DESCRIPTION	+(-) $ Adjust.
Sales or Financing Concessions		ArmLth Conv;0		ArmLth Conv;5000	-5,000	ArmLth FHA;0	
Date of Sale/Time		s10/23;c09/23		s08/23;c07/23		s06/23;c05/23	
Rights Appraised	Fee Simple	Fee Simple		Fee Simple		Fee Simple	
Location	N;Res	N;Res		A;East of Hwy 85	+20,000	A;East of Hwy 85	+20,000
Site	8,125 sf	8276 sf	0	2980 sf	0	7000 sf	0
View	Residential/City Stre	N;Res;CtyStr		N;Res;CtyStr		N;Res;CtyStr	
Design (Style)	Ranch	DT2;Victorian	0	DT1;Ranch		DT1;Ranch	
Quality of Construction	Q4	Q4		Q4		Q4	
Age	124	119	0	116	0	92	0
Condition	C4	C3	-17,600	C4		C3	-13,750
Above Grade Room Count (Total / Bdrms / Baths)	5 / 2 / 1.0	6 / 3 / 1.0		4 / 2 / 1.0		4 / 2 / 1.0	
Gross Living Area	949 sq.ft.	1,463 sq.ft.	-51,400	918 sq.ft.	+3,100	800 sq.ft.	+14,900
Basement & Finished Rooms Below Grade	0sf	0sf		0sf		0sf	
Functional Utility	Average	Average		Average		Average	
Heating/Cooling	Baseboard/NoAC	Baseboard/NoAC		FWA/NoAC	0	FWA/NoAC	0
Energy Efficient Items	None	None		None		None	
Garage/Carport	1gd2dw	None	+5,000	1ga1dw	0	2cp2dw	0
Porch/Patio/Deck	Porch	Porch/Patio	0	Porch/Patio	0	Porch	0
Net Adjustment (Total)		☐ + ☒ -	$ -64,000	☒ + ☐ -	$ 18,100	☒ + ☐ -	$ 21,150
Adjusted Sale Price of Comparables			$ 288,000		$ 288,100		$ 296,150

Summary of Sales Comparison Approach: Similar homes in the subject neighborhood as described have sold in a range of $241-$344/sf. After extracting lot value, and using paired sales of similar quality and condition, it was determined that an adjustment factor of $100/sf is the market reaction to differences in GLA--Minimal adjustments are as follows: $100sf/GLA; $5k/garage space. C3 condition adjustment for partial remodel 5%. C2 adjustment for full remodel 20%.

No market reaction to differences in porches, patios, decks, lot size. All Comps used in this report are located in the neighborhood as described and are similar construction quality. All are in close proximity to each other and Hwy 85 corridor--none back directly to the Hwy 85--although there is a difference in sales prices of houses on the East side of Hwy 85, due to the proximity of the RR and Industrial area. Grid adjust of $20k in location has been made.

Indicated Value by Sales Comparison Approach $ 288,000

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RESIDENTIAL APPRAISAL REPORT

File No.: SFR24-103

COST APPROACH

COST APPROACH TO VALUE (if developed) ☒ The Cost Approach was not developed for this appraisal.

Provide adequate information for replication of the following cost figures and calculations.

Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value): Vacant land sales were utilized in arriving at the opinion of site value. Based on that data, the opinion of site value is $68,000.

ESTIMATED ☐ REPRODUCTION OR ☐ REPLACEMENT COST NEW

Source of cost data:

Quality rating from cost service: Effective date of cost data:

Comments on Cost Approach (gross living area calculations, depreciation, etc.):

OPINION OF SITE VALUE			=$ 68,000
DWELLING	Sq.Ft. @ $		=$
	Sq.Ft. @ $		=$
	Sq.Ft. @ $		=$
	Sq.Ft. @ $		=$
	Sq.Ft. @ $		=$
			=$
Garage/Carport	Sq.Ft. @ $		=$
Total Estimate of Cost-New			=$
Less Physical	Functional	External	
Depreciation			=$( )
Depreciated Cost of Improvements			=$
"As-is" Value of Site Improvements			=$
			=$
			=$
INDICATED VALUE BY COST APPROACH			**=$**

Estimated Remaining Economic Life (if required): Years

INCOME APPROACH

INCOME APPROACH TO VALUE (if developed) ☒ The Income Approach was not developed for this appraisal.

Estimated Monthly Market Rent $ X Gross Rent Multiplier = $ **Indicated Value by Income Approach**

Summary of Income Approach (including support for market rent and GRM):

PUD

PROJECT INFORMATION FOR PUDs (if applicable) ☐ The Subject is part of a Planned Unit Development.

Legal Name of Project:

Describe common elements and recreational facilities:

RECONCILIATION

Indicated Value by: Sales Comparison Approach $ 288,000 **Cost Approach (if developed) $** **Income Approach (if developed) $**

Final Reconciliation Indicated values--$251k, $267k, $288k, $288k, $296k. Most like Comps 2-4 in GLA--adj @ $288k, $296k, $251k. Least like these same Comps in inferior location East side of Highway 85. Most like Comps 1 and 5 in location, both are larger in GLA--adj @ $288k, $267k. Comp 5 is far superior in condition due to full remodel. All Comps similar in construction quality. Adjusted values point strongly to the middle of the indicated value range. We reconcile to $288,000.

This appraisal is made ☒ "as is", ☐ subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed, ☐ subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed, ☐ subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair:

☐ This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.

Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: $ 288,000 **, as of:** 02/19/2024 **, which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.**

ATTACHMENTS

A true and complete copy of this report contains 30 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report.

Attached Exhibits:

☒ Scope of Work	☒ Limiting Cond./Certifications	☐ Narrative Addendum	☒ Photograph Addenda	☒ Sketch Addendum
☒ Map Addenda	☒ Additional Sales	☐ Cost Addendum	☐ Flood Addendum	☐ Manuf. House Addendum
☐ Hypothetical Conditions	☐ Extraordinary Assumptions	☐	☐	☐

SIGNATURES

Client Contact: Amber Greene Client Name: Town of Eaton

E-Mail: agreene@eatonco.org Address: 132 Maple Ave, Eaton, CO 80615

APPRAISER

Appraiser Name: Holly King

Company: DRM Real Estate Advisors, LLC

Phone: (970) 396-0678 Fax:

E-Mail: cageycajun@aol.com

Date of Report (Signature): 02/22/2024

License or Certification #: CR200001443 State: CO

Designation: Certified Residential Appraiser

Expiration Date of License or Certification: 12/31/2024

Inspection of Subject: ☒ Interior & Exterior ☐ Exterior Only ☐ None

Date of Inspection: 02/19/2024

SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)

Supervisory or Co-Appraiser Name:

Company:

Phone: Fax:

E-Mail:

Date of Report (Signature):

License or Certification #: State:

Designation:

Expiration Date of License or Certification:

Inspection of Subject: ☐ Interior & Exterior ☐ Exterior Only ☐ None

Date of Inspection:

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ADDITIONAL COMPARABLE SALES

File No.: SFR24-103

SALES COMPARISON APPROACH

FEATURE	SUBJECT	COMPARABLE SALE # 4		COMPARABLE SALE # 5		COMPARABLE SALE # 6	
Address	131 Cheyenne Ave Eaton, CO 80615	433 Wall St Eaton, CO 80615		310 Cheyenne Ave Eaton, CO 80615			
Proximity to Subject		0.39 miles NE		0.14 miles NW			
Sale Price	$		$ 240,000		$ 394,000		$
Sale Price/GLA	$ /sq.ft.	$ 242.42 /sq.ft.		$ 307.09 /sq.ft.		$ /sq.ft.	
Data Source(s)	Weld County	IRES #977213;DOM 223		IRES #984506;DOM 30			
Verification Source(s)	Weld County	Doc #4900127/Realist		Doc #4895331/Realist			
VALUE ADJUSTMENTS	DESCRIPTION	DESCRIPTION	+(-) $ Adjust.	DESCRIPTION	+(-) $ Adjust.	DESCRIPTION	+(-) $ Adjust.
Sales or Financing Concessions		ArmLth FHA;10000	-10,000	ArmLth FHA;10000	-10,000		
Date of Sale/Time		s05/23;c03/23		s04/23;c04/23			
Rights Appraised	Fee Simple	Fee Simple		Fee Simple			
Location	N;Res	A;East of Hwy 85	+20,000	N;Res			
Site	8,125 sf	5250 sf	0	7000 sf	0		
View	Residential/City Stre	N;Res;CtyStr		N;Res;CtyStr			
Design (Style)	Ranch	DT1;Ranch		DT1;Ranch			
Quality of Construction	Q4	Q4		Q3	0		
Age	124	113	0	115	0		
Condition	C4	C4		C2	-78,800		
Above Grade Room Count (Total / Bdrms / Baths)	5 / 2 / 1.0	6 / 3 / 1.0		6 / 3 / 2.0	-5,000	/ /	
Gross Living Area	949 sq.ft.	990 sq.ft.	-4,100	1,283 sq.ft.	-33,400	sq.ft.	
Basement & Finished Rooms Below Grade	0sf	0sf		0sf			
Functional Utility	Average	Average		Average			
Heating/Cooling	Baseboard/NoAC	FWA/NoAC	0	FWA/NoAC	0		
Energy Efficient Items	None	None		None			
Garage/Carport	1gd2dw	None	+5,000	1gd1dw	0		
Porch/Patio/Deck	Porch	Porch	0	Porch/Patio			
Net Adjustment (Total)		☒ + ☐ -	$ 10,900	☐ + ☒ -	$ -127,200	☐ + ☐ -	$
Adjusted Sale Price of Comparables			$ 250,900		$ 266,800		$

Summary of Sales Comparison Approach --Appraisal Fee $475

**Measured per ANSI Z765-2021: A detached single-family 1 story house with the following square foot (SF):

--Above-grade finished SF = 949
--Above-grade unfinished SF = 0
--Below-grade finished SF = 0
--Below-grade unfinished SF = 0
**See "Calculation Details" on the "Building Sketch" for SF of garages, porches, patios, decks, etc.

--The subject is bracketed by the Sales Comparables in terms of pre-adjusted sales prices and GLA. The subject is neither an over-improvement nor an under-improvement for the neighborhood. Suburban sales of the subject's quality and condition are limited, and our research did not reveal any more appropriate sold comps than those used in this report. All comps used in this report are within 0.50 miles of the subject property.

--The Sales Comparison Approach to value is the most reliable value indicator for reporting purposes. The Sales Comparison Approach is the primary value indicator via paired sales--if any--regression, and Principle of Substitution. The Cost Approach is not performed due to the age of the subject property--has little relevance to concluding final market value. The Sales Comparison Approach carries the most weight in report results. The Income Approach is not performed as it is inappropriate for an owner-occupied residential property.

--Utilities were on and appeared functional at the time of physical inspection. CO/smoke detectors installed--not tested.

After research of all available market and neighborhood data, and analysis of the 4 tests of H&BU, the Highest and Best Use of the subject property is as improved.
***LEGAL PERMISSIBILITY: The subject's single family residential use is legally permitted under the indicated zoning code.**
***PHYSICAL POSSIBILITY: The placement of the improvements is acceptable per city code and is considered to be physically feasible. It can be rebuilt as residential per the city code.**
***FINANCIAL FEASIBILITY: After research of the area market and market conditions, the subject is financially feasible. It is located in a development of homes of similar quality and price, and is considered to be affordable by the typical purchaser in this market. Additionally, mortgage money and financing are readily available in this market.**

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UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Condition Ratings and Definitions

C1

The improvements have been recently constructed and have not been previously occupied. The entire structure and all components are new and the dwelling features no physical depreciation.

Note: Newly constructed improvements that feature recycled or previously used materials and/or components can be considered new dwellings provided that the dwelling is placed on a 100 percent new foundation and the recycled materials and the recycled components have been rehabilitated/remanufactured into like-new condition. Improvements that have not been previously occupied are not considered “new” if they have any significant physical depreciation (that is, newly constructed dwellings that have been vacant for an extended period of time without adequate maintenance or upkeep).

C2

The improvements feature no deferred maintenance, little or no physical depreciation, and require no repairs. Virtually all building components are new or have been recently repaired, refinished, or rehabilitated. All outdated components and finishes have been updated and/or replaced with components that meet current standards. Dwellings in this category are either almost new or have been recently completely renovated and are similar in condition to new construction.

Note: The improvements represent a relatively new property that is well maintained with no deferred maintenance and little or no physical depreciation, or an older property that has been recently completely renovated.

C3

The improvements are well maintained and feature limited physical depreciation due to normal wear and tear. Some components, but not every major building component, may be updated or recently rehabilitated. The structure has been well maintained.

Note: The improvement is in its first-cycle of replacing short-lived building components (appliances, floor coverings, HVAC, etc.) and is being well maintained. Its estimated effective age is less than its actual age. It also may reflect a property in which the majority of short-lived building components have been replaced but not to the level of a complete renovation.

C4

The improvements feature some minor deferred maintenance and physical deterioration due to normal wear and tear. The dwelling has been adequately maintained and requires only minimal repairs to building components/mechanical systems and cosmetic repairs. All major building components have been adequately maintained and are functionally adequate.

Note: The estimated effective age may be close to or equal to its actual age. It reflects a property in which some of the short-lived building components have been replaced, and some short-lived building components are at or near the end of their physical life expectancy; however, they still function adequately. Most minor repairs have been addressed on an ongoing basis resulting in an adequately maintained property.

C5

The improvements feature obvious deferred maintenance and are in need of some significant repairs. Some building components need repairs, rehabilitation, or updating. The functional utility and overall livability is somewhat diminished due to condition, but the dwelling remains useable and functional as a residence.

Note: Some significant repairs are needed to the improvements due to the lack of adequate maintenance. It reflects a property in which many of its short-lived building components are at the end of or have exceeded their physical life expectancy but remain functional.

C6

The improvements have substantial damage or deferred maintenance with deficiencies or defects that are severe enough to affect the safety, soundness, or structural integrity of the improvements. The improvements are in need of substantial repairs and rehabilitation, including many or most major components.

Note: Substantial repairs are needed to the improvements due to the lack of adequate maintenance or property damage. It reflects a property with conditions severe enough to affect the safety, soundness, or structural integrity of the improvements.

Quality Ratings and Definitions

Q1

Dwellings with this quality rating are usually unique structures that are individually designed by an architect for a specified user. Such residences typically are constructed from detailed architectural plans and specifications and feature an exceptionally high level of workmanship and exceptionally high-grade materials throughout the interior and exterior of the structure. The design features exceptionally high-quality exterior refinements and ornamentation, and exceptionally high-quality interior refinements. The workmanship, materials, and finishes throughout the dwelling are of exceptionally high quality.

Q2

Dwellings with this quality rating are often custom designed for construction on an individual property owner’s site. However, dwellings in this quality grade are also found in high-quality tract developments featuring residence constructed from individual plans or from highly modified or upgraded plans. The design features detailed, high quality exterior ornamentation, high-quality interior refinements, and detail. The workmanship, materials, and finishes throughout the dwelling are generally of high or very high quality.

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Quality Ratings and Definitions (continued)

Q3

Dwellings with this quality rating are residences of higher quality built from individual or readily available designer plans in above-standard residential tract developments or on an individual property owner's site. The design includes significant exterior ornamentation and interiors that are well finished. The workmanship exceeds acceptable standards and many materials and finishes throughout the dwelling have been upgraded from "stock" standards.

Q4

Dwellings with this quality rating meet or exceed the requirements of applicable building codes. Standard or modified standard building plans are utilized and the design includes adequate fenestration and some exterior ornamentation and interior refinements. Materials, workmanship, finish, and equipment are of stock or builder grade and may feature some upgrades.

Q5

Dwellings with this quality rating feature economy of construction and basic functionality as main considerations. Such dwellings feature a plain design using readily available or basic floor plans featuring minimal fenestration and basic finishes with minimal exterior ornamentation and limited interior detail. These dwellings meet minimum building codes and are constructed with inexpensive, stock materials with limited refinements and upgrades.

Q6

Dwellings with this quality rating are of basic quality and lower cost; some may not be suitable for year-round occupancy. Such dwellings are often built with simple plans or without plans, often utilizing the lowest quality building materials. Such dwellings are often built or expanded by persons who are professionally unskilled or possess only minimal construction skills. Electrical, plumbing, and other mechanical systems and equipment may be minimal or non-existent. Older dwellings may feature one or more substandard or non-conforming additions to the original structure

Definitions of Not Updated, Updated, and Remodeled

Not Updated

Little or no updating or modernization. This description includes, but is not limited to, new homes.

Residential properties of fifteen years of age or less often reflect an original condition with no updating, if no major components have been replaced or updated. Those over fifteen years of age are also considered not updated if the appliances, fixtures, and finishes are predominantly dated. An area that is 'Not Updated' may still be well maintained and fully functional, and this rating does not necessarily imply deferred maintenance or physical/functional deterioration.

Updated

The area of the home has been modified to meet current market expectations. These modifications are limited in terms of both scope and cost.

An updated area of the home should have an improved look and feel, or functional utility. Changes that constitute updates include refurbishment and/or replacing components to meet existing market expectations. Updates do not include significant alterations to the existing structure.

Remodeled

Significant finish and/or structural changes have been made that increase utility and appeal through complete replacement and/or expansion.

A remodeled area reflects fundamental changes that include multiple alterations. These alterations may include some or all of the following: replacement of a major component (cabinet(s), bathtub, or bathroom tile), relocation of plumbing/gas fixtures/appliances, significant structural alterations (relocating walls, and/or the addition of) square footage). This would include a complete gutting and rebuild.

Explanation of Bathroom Count

Three-quarter baths are counted as a full bath in all cases. Quarter baths (baths that feature only a toilet) are not included in the bathroom count. The number of full and half baths is reported by separating the two values using a period, where the full bath count is represented to the left of the period and the half bath count is represented to the right of the period.

Example:
3.2 indicates three full baths and two half baths.

UNIFORM APPRAISAL DATASET (UAD) DEFINITIONS ADDENDUM

(Source: Fannie Mae UAD Appendix D: UAD Field-Specific Standardization Requirements)

Abbreviations Used in Data Standardization Text

Abbreviation	Full Name	Fields Where This Abbreviation May Appear
A	Adverse	Location & View
ac	Acres	Area, Site
AdjPrk	Adjacent to Park	Location
AdjPwr	Adjacent to Power Lines	Location
ArmLth	Arms Length Sale	Sale or Financing Concessions
AT	Attached Structure	Design (Style)
B	Beneficial	Location & View
ba	Bathroom(s)	Basement & Finished Rooms Below Grade
br	Bedroom	Basement & Finished Rooms Below Grade
BsyRd	Busy Road	Location
c	Contracted Date	Date of Sale/Time
Cash	Cash	Sale or Financing Concessions
Comm	Commercial Influence	Location
Conv	Conventional	Sale or Financing Concessions
cp	Carport	Garage/Carport
CrtOrd	Court Ordered Sale	Sale or Financing Concessions
CtySky	City View Skyline View	View
CtyStr	City Street View	View
cv	Covered	Garage/Carport
DOM	Days On Market	Data Sources
DT	Detached Structure	Design (Style)
dw	Driveway	Garage/Carport
e	Expiration Date	Date of Sale/Time
Estate	Estate Sale	Sale or Financing Concessions
FHA	Federal Housing Authority	Sale or Financing Concessions
g	Garage	Garage/Carport
ga	Attached Garage	Garage/Carport
gbi	Built-in Garage	Garage/Carport
gd	Detached Garage	Garage/Carport
GlfCse	Golf Course	Location
Glfvw	Golf Course View	View
GR	Garden	Design (Style)
HR	High Rise	Design (Style)
in	Interior Only Stairs	Basement & Finished Rooms Below Grade
Ind	Industrial	Location & View
Listing	Listing	Sale or Financing Concessions
Lndfl	Landfill	Location
LtdSght	Limited Sight	View
MR	Mid-rise	Design (Style)
Mtn	Mountain View	View
N	Neutral	Location & View
NonArm	Non-Arms Length Sale	Sale or Financing Concessions
o	Other	Basement & Finished Rooms Below Grade
O	Other	Design (Style)
op	Open	Garage/Carport
Prk	Park View	View
Pstrl	Pastoral View	View
PwrLn	Power Lines	View
PubTrn	Public Transportation	Location
Relo	Relocation Sale	Sale or Financing Concessions
REO	REO Sale	Sale or Financing Concessions
Res	Residential	Location & View
RH	USDA - Rural Housing	Sale or Financing Concessions
rr	Recreational (Rec) Room	Basement & Finished Rooms Below Grade
RT	Row or Townhouse	Design (Style)
s	Settlement Date	Date of Sale/Time
SD	Semi-detached Structure	Design (Style)
Short	Short Sale	Sale or Financing Concessions
sf	Square Feet	Area, Site, Basement
sqm	Square Meters	Area, Site
Unk	Unknown	Date of Sale/Time
VA	Veterans Administration	Sale or Financing Concessions
w	Withdrawn Date	Date of Sale/Time
wo	Walk Out Basement	Basement & Finished Rooms Below Grade
Woods	Woods View	View
Wtr	Water View	View
WtrFr	Water Frontage	Location
wu	Walk Up Basement	Basement & Finished Rooms Below Grade

Assumptions, Limiting Conditions & Scope of Work

File No.: SFR24-103

Property Address:	131 Cheyenne Ave	City: Eaton	State: CO	Zip Code: 80615	
Client:	Town of Eaton	Address:	132 Maple Ave, Eaton, CO 80615		
Appraiser:	Holly King	Address:	PO Box 99, Windsor, CO 80550		

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

– The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.

– The appraiser may have provided a sketch in the appraisal report to show approximate dimensions of the improvements, and any such sketch is included only to assist the reader of the report in visualizing the property and understanding the appraiser's determination of its size. Unless otherwise indicated, a Land Survey was not performed.

– If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.

– The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.

– If the cost approach is included in this appraisal, the appraiser has estimated the value of the land in the cost approach at its highest and best use, and the improvements at their contributory value. These separate valuations of the land and improvements must not be used in conjunction with any other appraisal and are invalid if they are so used. Unless otherwise specifically indicated, the cost approach value is not an insurance value, and should not be used as such.

– The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, needed repairs, depreciation, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.

– The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.

– The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.

– If this appraisal is indicated as subject to satisfactory completion, repairs, or alterations, the appraiser has based his or her appraisal report and valuation conclusion on the assumption that completion of the improvements will be performed in a workmanlike manner.

– An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser–client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.

– The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database.

– An appraisal of real property is not a 'home inspection' and should not be construed as such. As part of the valuation process, the appraiser performs a non–invasive visual inventory that is not intended to reveal defects or detrimental conditions that are not readily apparent. The presence of such conditions or defects could adversely affect the appraiser's opinion of value. Clients with concerns about such potential negative factors are encouraged to engage the appropriate type of expert to investigate.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Additional Comments (Scope of Work, Extraordinary Assumptions, Hypothetical Conditions, etc.):

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Certifications

File No.: SFR24-103

Property Address: 131 Cheyenne Ave City: Eaton State: CO Zip Code: 80615

Client: Town of Eaton Address: 132 Maple Ave, Eaton, CO 80615

Appraiser: Holly King Address: PO Box 99, Windsor, CO 80550

APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:

– The statements of fact contained in this report are true and correct.

– The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by
the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.

– I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.

– Unless otherwise indicated, I have performed no services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

– I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.

– My engagement in this assignment was not contingent upon developing or reporting predetermined results.

– My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction
in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

– My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.

– I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.

– Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.

– Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

Additional Certifications:

DEFINITION OF MARKET VALUE *:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

*** This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), anc**

Client Contact: Amber Greene Client Name: Town of Eaton

E-Mail: agreene@eatonco.org Address: 132 Maple Ave, Eaton, CO 80615

SIGNATURES

APPRAISER	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
Appraiser Name: Holly King	Supervisory or Co-Appraiser Name:
Company: DRM Real Estate Advisors, LLC	Company:
Phone: (970) 396-0678 Fax:	Phone: Fax:
E-Mail: cageycajun@aol.com	E-Mail:
Date Report Signed: 02/22/2024	Date Report Signed:
License or Certification #: CR200001443 State: CO	License or Certification #: State:
Designation: Certified Residential Appraiser	Designation:
Expiration Date of License or Certification: 12/31/2024	Expiration Date of License or Certification:
Inspection of Subject: ☒ Interior & Exterior ☐ Exterior Only ☐ None	Inspection of Subject: ☐ Interior & Exterior ☐ Exterior Only ☐ None
Date of Inspection: 02/19/2024	Date of Inspection:

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USPAP ADDENDUM

File No. SFR24-103

Borrower	N/A				
Property Address	131 Cheyenne Ave				
City	Eaton	County Weld	State CO	Zip Code 80615	
Lender	Town of Eaton				

This report was prepared under the following USPAP reporting option:

- [x] Appraisal Report — This report was prepared in accordance with USPAP Standards Rule 2-2(a).
- [ ] Restricted Appraisal Report — This report was prepared in accordance with USPAP Standards Rule 2-2(b).

Reasonable Exposure Time

My opinion of a reasonable exposure time for the subject property at the market value stated in this report is: 30-45 days

Additional Certifications

I certify that, to the best of my knowledge and belief:

- [x] I have NOT performed services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.
- [ ] I HAVE performed services, as an appraiser or in another capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment. Those services are described in the comments below.

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- Unless otherwise indicated, I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification (if there are exceptions, the name of each individual providing significant real property appraisal assistance is stated elsewhere in this report).

Additional Comments

APPRAISER:

Signature: Holly King

Name: Holly King

Date Signed: 02/22/2024

State Certification #: CR200001443

or State License #:

State: CO

Expiration Date of Certification or License: 12/31/2024

Effective Date of Appraisal: 02/19/2024

SUPERVISORY APPRAISER: (only if required)

Signature:

Name:

Date Signed:

State Certification #:

or State License #:

State:

Expiration Date of Certification or License:

Supervisory Appraiser Inspection of Subject Property:

[ ] Did Not [ ] Exterior-only from Street [ ] Interior and Exterior

Subject Photo Page

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

Subject Front

131 Cheyenne Ave

Sales Price	
Gross Living Area	949
Total Rooms	5
Total Bedrooms	2
Total Bathrooms	1.0
Location	N;Res
View	Residential/City Street
Site	8,125 sf
Quality	Q4
Age	124

Subject Rear

Subject Street

street view to South

Comparable Photo Page

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

Comparable 1

333 Elm Ave

Prox. to Subject	0.25 miles NE
Sale Price	352,000
Gross Living Area	1,463
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	1.0
Location	N;Res
View	N;Res;CtyStr
Site	8276 sf
Quality	Q4
Age	119

Comparable 2

253 E 5th St

Prox. to Subject	0.50 miles NE
Sale Price	270,000
Gross Living Area	918
Total Rooms	4
Total Bedrooms	2
Total Bathrooms	1.0
Location	A;East of Hwy 85
View	N;Res;CtyStr
Site	2980 sf
Quality	Q4
Age	116

Comparable 3

490 Wall St

Prox. to Subject	0.41 miles NE
Sale Price	275,000
Gross Living Area	800
Total Rooms	4
Total Bedrooms	2
Total Bathrooms	1.0
Location	A;East of Hwy 85
View	N;Res;CtyStr
Site	7000 sf
Quality	Q4
Age	92

Comparable Photo Page

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

Comparable 4

433 Wall St

Prox. to Subject	0.39 miles NE
Sale Price	240,000
Gross Living Area	990
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	1.0
Location	A;East of Hwy 85
View	N;Res;CtyStr
Site	5250 sf
Quality	Q4
Age	113

Comparable 5

310 Cheyenne Ave

Prox. to Subject	0.14 miles NW
Sale Price	394,000
Gross Living Area	1,283
Total Rooms	6
Total Bedrooms	3
Total Bathrooms	2.0
Location	N;Res
View	N;Res;CtyStr
Site	7000 sf
Quality	Q3
Age	115

Comparable 6

Prox. to Subject	
Sale Price	
Gross Living Area	
Total Rooms	
Total Bedrooms	
Total Bathrooms	
Location	
View	
Site	
Quality	
Age	

Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

address verification

street view to North

street view to East

North side from front

South side from front

North side from rear

Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

South side from rear

garage

garage v2

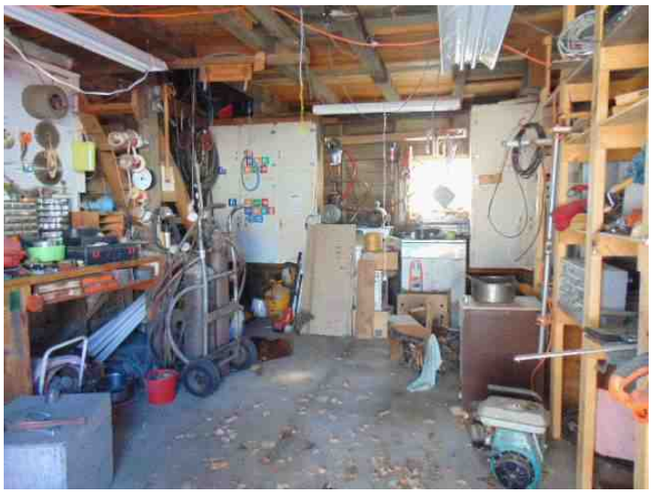
alley view to South

alley view to North

garage interior

Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						



garage interior v2

living room/entry

living room

living/dining

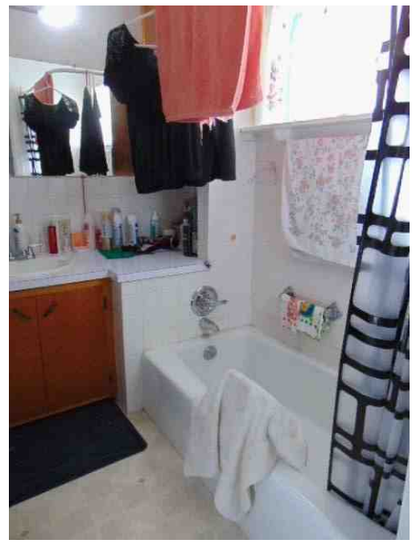
dining

bedroom 1

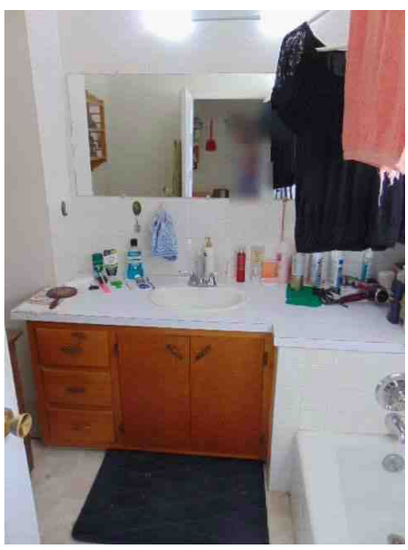
Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

bedroom 2



full bathroom



full bathroom v2

full bathroom v3

kitchen

kitchen v2

Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

kitchen v3/back door

laundry

laundry v2

cellar

mechanical

smoke/co--not tested

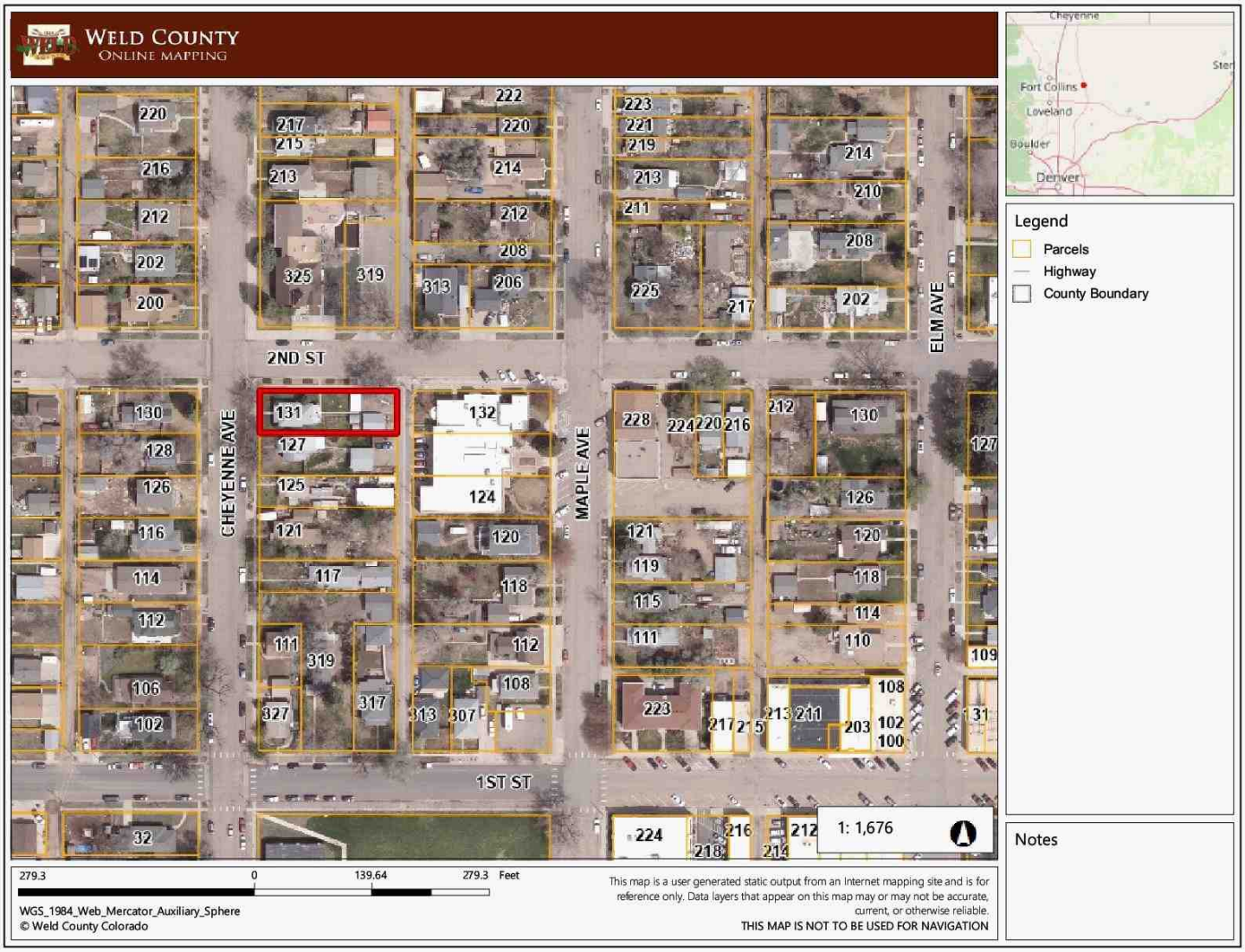
Photograph Addendum

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

service panel

utilities on

Site

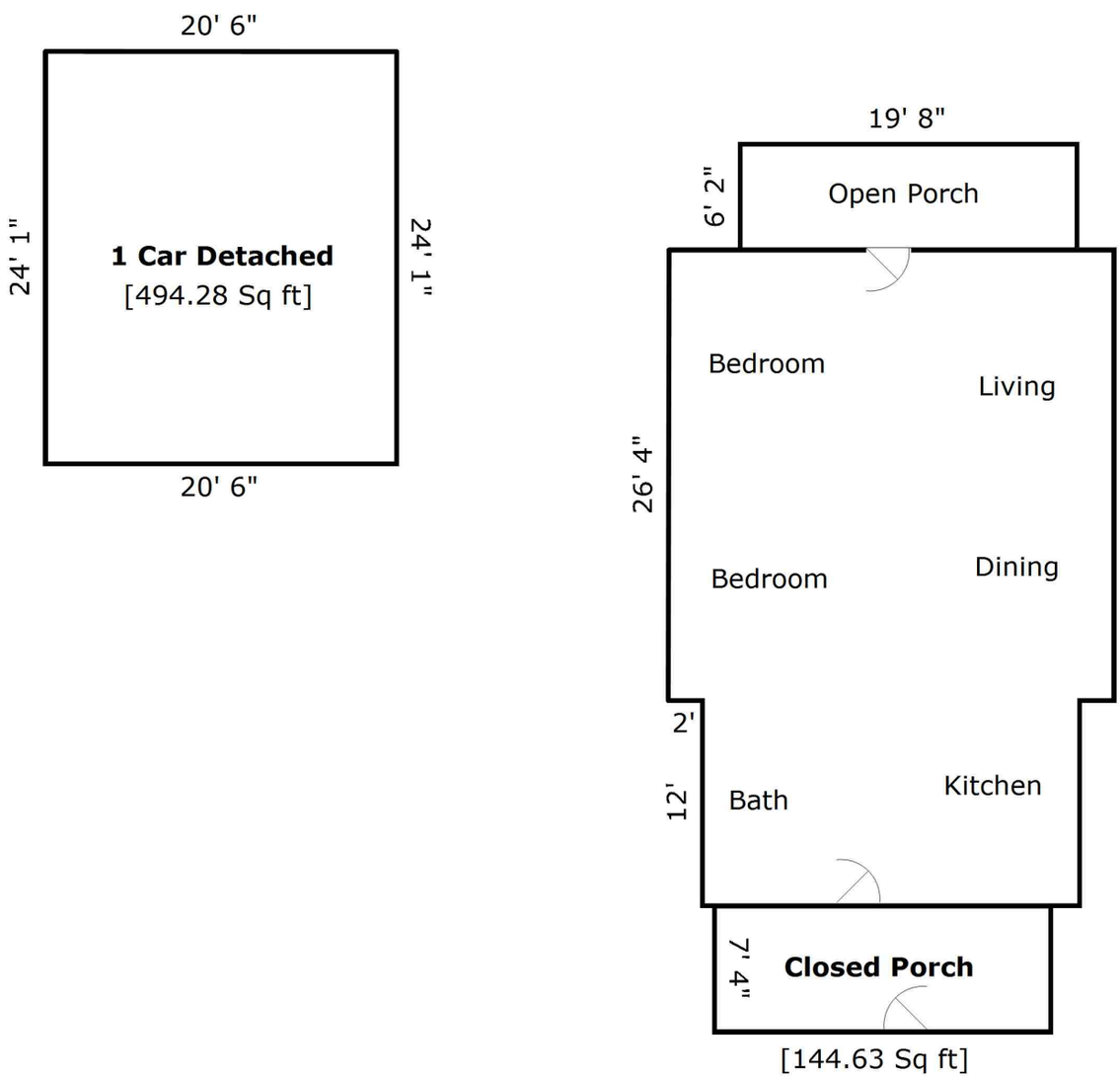

WELD COUNTY
ONLINE MAPPING
2ND ST
1ST ST
CHEYENNE AVE
MAPLE AVE
ELM AVE
Cheyenne
Fort Collins
Loveland
Boulder
Denver
Legend
Parcels
Highway
County Boundary
1: 1,676
Notes
279.3 0 139.64 279.3 Feet
WGS_1984_Web_Mercator_Auxiliary_Sphere
© Weld County Colorado
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Aerial Map

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

Building Sketch

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						



TOTAL Sketch by a la mode, inc.

Area Calculations Summary

Living Area		**Calculation Details**		
First Floor	949.4911 Sq ft	0.5 × 0.05 × 26.3167	=	0.6579
		26 × 26.3167	=	684.2342
		22.05 × 12	=	264.6
Total Living Area (Rounded):	**949 Sq ft**			
Non-living Area				
OP	121.2777 Sq ft	19.6666 × 6.1667	=	121.278
Closed Porch	144.6317 Sq ft	19.6333 × 7.3666	=	144.6307
1 Car Detached	494.2807 Sq ft	20.5167 × 24.0833	=	494.1098
		0.5 × 20.5167 × 0.0167	=	0.1713

Supplemental Addendum

File No. SFR24-103

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

* SUBJECT 12 MONTH LISTING HISTORY *

Per IRES, there are no known listings of the subject property in the prior 12 months.

* SUBJECT 36-MONTH PRIOR TRANSFER HISTORY *

131 Cheyenne Ave
-No transfer history.

* COMPARABLE 12-MONTH PRIOR TRANSFER HISTORY *
(may include properties that were considered but not utilized as comparables)

333 Elm Ave
-Transferred on 09/24/2023 for $0. It transferred from Petrik Jennifer J to Petrik Jennifer J and was a Quit Claim Deed (Document #4922601).

253 E 5th St
-No transfer history.

490 Wall St
-No transfer history.

433 Wall St
-No transfer history.

310 Cheyenne Ave
-Transferred on 07/28/2022 for $220,000. It transferred from Western Properties LLC to Recycled Properties LLC and was a Warranty Deed (Document #4845984).
-Transferred on 04/29/2022 for $0. It transferred from Zaba Angela L to Western Properties LLC and was a Warranty Deed (Document #4823218).
-Transferred on 04/29/2022 for $180,000. It transferred from Vernon Russel Brown to Western Properties LLC and was a Personal Representative's Deed (Document #4823217).

11 Elm Ave
-No transfer history.

Market Conditions Addendum to the Appraisal Report

File No. SFR24-103

The purpose of this addendum is to provide the lender/client with a clear and accurate understanding of the market trends and conditions prevalent in the subject neighborhood. This is a required addendum for all appraisal reports with an effective date on or after April 1, 2009.

Property Address 131 Cheyenne Ave City Eaton State CO ZIP Code 80615

Borrower N/A

Instructions: The appraiser must use the information required on this form as the basis for his/her conclusions, and must provide support for those conclusions, regarding housing trends and overall market conditions as reported in the Neighborhood section of the appraisal report form. The appraiser must fill in all the information to the extent it is available and reliable and must provide analysis as indicated below. If any required data is unavailable or is considered unreliable, the appraiser must provide an explanation. It is recognized that not all data sources will be able to provide data for the shaded areas below; if it is available, however, the appraiser must include the data in the analysis. If data sources provide the required information as an average instead of the median, the appraiser should report the available figure and identify it as an average. Sales and listings must be properties that compete with the subject property, determined by applying the criteria that would be used by a prospective buyer of the subject property. The appraiser must explain any anomalies in the data, such as seasonal markets, new construction, foreclosures, etc.

MARKET RESEARCH & ANALYSIS

Inventory Analysis	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend		
Total # of Comparable Sales (Settled)	3	2	0	☐ Increasing	☒ Stable	☐ Declining
Absorption Rate (Total Sales/Months)	0.50	0.67	0.00	☐ Increasing	☒ Stable	☐ Declining
Total # of Comparable Active Listings	0	0	0	☒ Declining	☐ Stable	☐ Increasing
Months of Housing Supply (Total Listings/Ab.Rate)	0.0	0.0	N/A	☒ Declining	☐ Stable	☐ Increasing

Median Sale & List Price, DOM, Sale/List %	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend		
Median Comparable Sale Price	$275,000	$311,000	N/A	☐ Increasing	☒ Stable	☐ Declining
Median Comparable Sales Days on Market	51	31	N/A	☒ Declining	☐ Stable	☐ Increasing
Median Comparable List Price	N/A	N/A	N/A	☐ Increasing	☒ Stable	☐ Declining
Median Comparable Listings Days on Market	N/A	N/A	N/A	☒ Declining	☐ Stable	☐ Increasing
Median Sale Price as % of List Price	100%	100%	N/A	☐ Increasing	☒ Stable	☐ Declining
Seller-(developer, builder, etc.)paid financial assistance prevalent? ☒ Yes ☐ No				☐ Declining	☒ Stable	☐ Increasing

Explain in detail the seller concessions trends for the past 12 months (e.g., seller contributions increased from 3% to 5%, increasing use of buydowns, closing costs, condo fees, options, etc.). An analysis was performed on 5 competing sales over the past 12 months. For those sales, a total of 60.0% were reported to have seller concessions. This analysis shows a change of -10.7% per month.

Are foreclosure sales (REO sales) a factor in the market? ☐ Yes ☒ No If yes, explain (including the trends in listings and sales of foreclosed properties).

A monthly analysis was performed on 5 competing sales over the past 12 months. For those sales, a total of 0.0% were reported to be REO.

Cite data sources for above information. Information reported in the IRES system (using an effective date of 02/19/2024) was utilized to arrive at the results noted on this addendum. Any percent change results noted in these comments are based on simple regression.

Summarize the above information as support for your conclusions in the Neighborhood section of the appraisal report form. If you used any additional information, such as an analysis of pending sales and/or expired and withdrawn listings, to formulate your conclusions, provide both an explanation and support for your conclusions.

A monthly analysis was performed on 5 competing sales over the past 12 months. The sales within this group had a median sale price of $275,000. This analysis, based on data grouped monthly, shows a change of -0.7% per month. Based on all sales in this same group, there is a 0.0 month supply. This analysis, based on data grouped monthly, shows a change of -7% per month. These sales had a median DOM of 34. This analysis, based on data grouped monthly, shows a change of -10.3% per month.

CONDO/CO-OP PROJECTS

If the subject is a unit in a condominium or cooperative project , complete the following: **Project Name:**

Subject Project Data	Prior 7–12 Months	Prior 4–6 Months	Current – 3 Months	Overall Trend		
Total # of Comparable Sales (Settled)				☐ Increasing	☐ Stable	☐ Declining
Absorption Rate (Total Sales/Months)				☐ Increasing	☐ Stable	☐ Declining
Total # of Active Comparable Listings				☐ Declining	☐ Stable	☐ Increasing
Months of Unit Supply (Total Listings/Ab.Rate)				☐ Declining	☐ Stable	☐ Increasing

Are foreclosure sales (REO sales) a factor in the project? ☐ Yes ☐ No If yes, indicate the number of REO listings and explain the trends in listings and sales of foreclosed properties.

Summarize the above trends and address the impact on the subject unit and project.

APPRAISER

Signature	Signature
Appraiser Name Holly King	Supervisory Appraiser Name
Company Name DRM Real Estate Advisors, LLC	Company Name
Company Address PO Box 99, Windsor, CO 80550	Company Address
State License/Certification # CR200001443 State CO	State License/Certification # State
Email Address cageycajun@aol.com	Email Address

Form 1004MC2 - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

Market Conditions Charts - Page 1

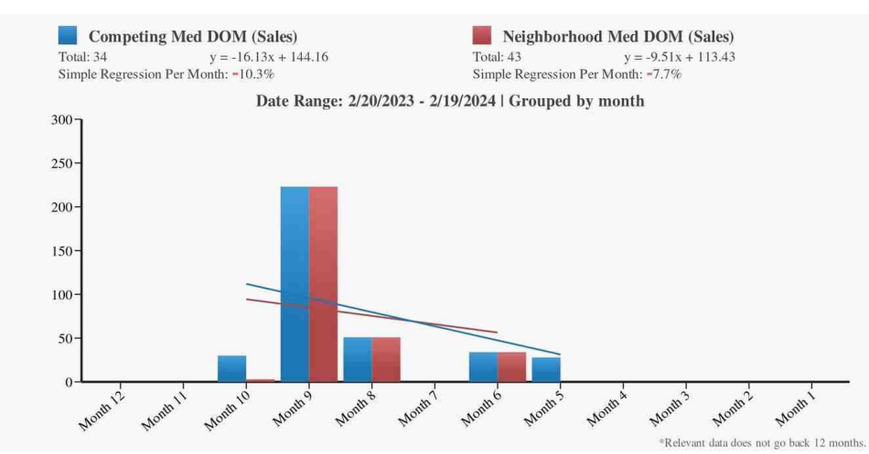
Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						

Median $

A monthly analysis was performed on 5 competing sales over the past 12 months. The sales within this group had a median sale price of $275,000. This analysis, based on data grouped monthly, shows a change of -0.7% per month.

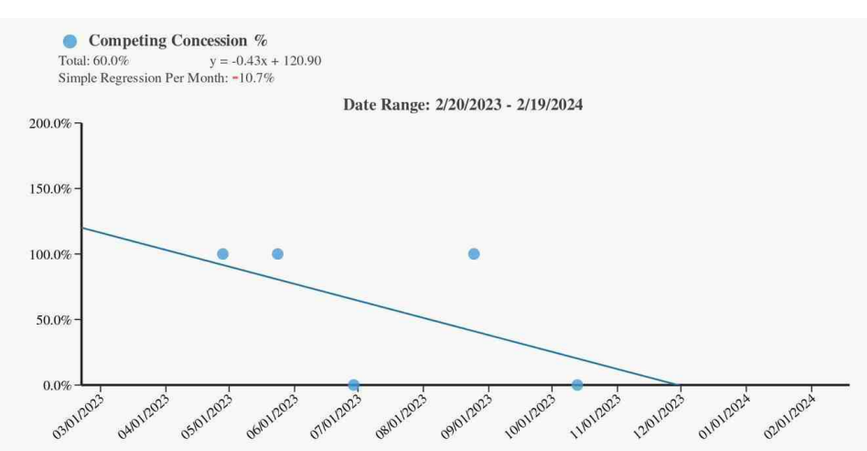
Housing Supply

Based on all sales in this same group, there is a 0.0 month supply. This analysis, based on data grouped monthly, shows a change of -7% per month.



Sales DOM

These sales had a median DOM of 34. This analysis, based on data grouped monthly, shows a change of -10.3% per month.

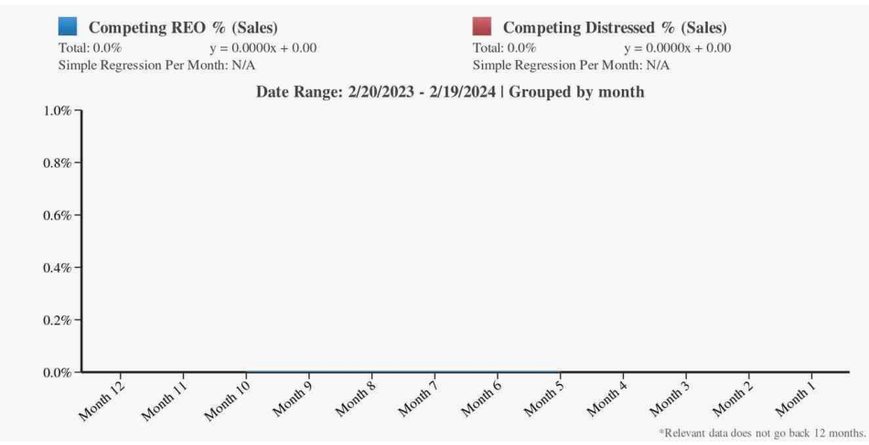


Concession %

An analysis was performed on 5 competing sales over the past 12 months. For those sales, a total of 60.0% were reported to have seller concessions. This analysis shows a change of -10.7% per month.

Market Conditions Charts - Page 2

Client	Town of Eaton						
Property Address	131 Cheyenne Ave						
City	Eaton	County	Weld	State	CO	Zip Code	80615
Lender/Client	Town of Eaton						



Foreclosure Analysis

A monthly analysis was performed on 5 competing sales over the past 12 months. For those sales, a total of 0.0% were reported to be REO.

HDI

REAL ESTATE SERVICES ERRORS AND OMISSIONS INSURANCE

PART 1.

DECLARATIONS PAGE

1. **Named Insured** / Address: Policy Number: HGI-1051495-00
   Individual Licensee : Holly Sue King
   Physical Address: 31379 Cr 41
   Greeley, CO 80631
   Mailing Address: 31379 Cr 41
   Greeley, CO 80631

2. **Policy Period:** 01-01-2024 to 01-01-2025 (12:01 AM at address #1)

3. **Retroactive Date:** See Insured Services section. Retroactive date is bound to each insured service separately.

4. **Insured Services:**

Insured Service Name	Prior Acts Type	Retroactive Date
Appraisal of 1-4 unit residential properties.	Match Priors	

5. Limit of Liability *:
   - **a.** Each **Wrongful Act** $1,000,000
   - **b.** Aggregate $1,000,000
   - **c.** Discrimination To Policy Limit
   - **d.** Lockbox To Policy Limit
   - **e.** Contingent Liability $100,000

   *Limit of Liability reduced by the amount of Defense Costs. Please read Policy in its entirety.

6. Retention: $2,500

7. Premium: $113

8. Forms and Endorsements:

Endorsements	Form Number
Commercial Lines Policy Jacket	HDI E&O JACKET (0120)
Professional Liability Application	HDI-3006 (0818)
Real Estate Services Errors & Omissions Liability Insurance Policy	HDI-EO1009 (0818)
Contingent Liability Coverage - $100,000	HDI-0311 (0717)
Additional Insured Endorsement	HDI-0306 (0717)
Broad Form Real Estate Services	HDI-0342 (0717)
Reimbursement of Expenses - $50,000	
Disciplinary Proceedings - $50,000	
Public Relations Advisory - $50,000	

Form SCNLTR - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

Subpoena Assistance - $30,000	
First Party Cyber Liability - $50,000	
Not for Profit Directors Coverage - $30,000	
Retention Reduction - Risk Management Practices	HDI-0412 (0818)
Regulatory Compliance Endorsement	HDI-0328 (0717)
Amendatory Endorsement Excess Coverage	HDI-0363 (1019)
Specific Limit Endorsement	HDI-0327 (1019)

9. Administrative Office: CRES
PO Box 29502 #69121
Las Vegas, NV 89126-9502

Authorized Signature: _____ Date Issued: 12-12-2023

This Policy is issued to a participating member of the Real Estate Services Council Purchasing Group, a Risk Purchasing Group. The insurer for the purchasing group may not be subject to all the laws and regulations of **Your** state. Depending on the state, the insurance insolvency guarantee fund may not be available to the Purchasing Group.

Form SCNLTR - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE

license

COLORADO
Department of Regulatory Agencies
Division of Real Estate

1560 Broadway, Suite 925
Denver, CO 80202-5111

Dear Holly S. King

Congratulations! Below are your electronic wallet cards and a larger wall license to use as proof of your licensure. You may also print your license any time through your Online E-Services account by visiting our homepage at dora.colorado.gov/dre and selecting "Online E-Services" from our "Quick Links".

If you have any questions about your credential, or if you require any additional assistance, please contact our Customer Support Team at (303) 894-2166 or by email at dora_realestate_website@state.co.us.

Holly S. King
31379 CR 41
Greeley, CO 80631

State of Colorado
Department of Regulatory Agencies
Division of Real Estate

Board of Real Estate Appraisers

Holly S. King

Certified Residential Appraiser

Marcia Waters
Director: Marcia Waters

License #: CR200001443
Status: Active
Expires: 12/31/2024

For the most up to date information regarding this credential, visit http://dora.colorado.gov/dre

Colorado Department of Regulatory Agencies
Division of Real Estate
Holly S. King
Certified Residential Appraiser

COPYCOPY

CR200001443	11/02/2022
License Number	Issue Date
Active	12/31/2024
License Status	Expiration

Verify this license at http://dora.colorado.gov/dre

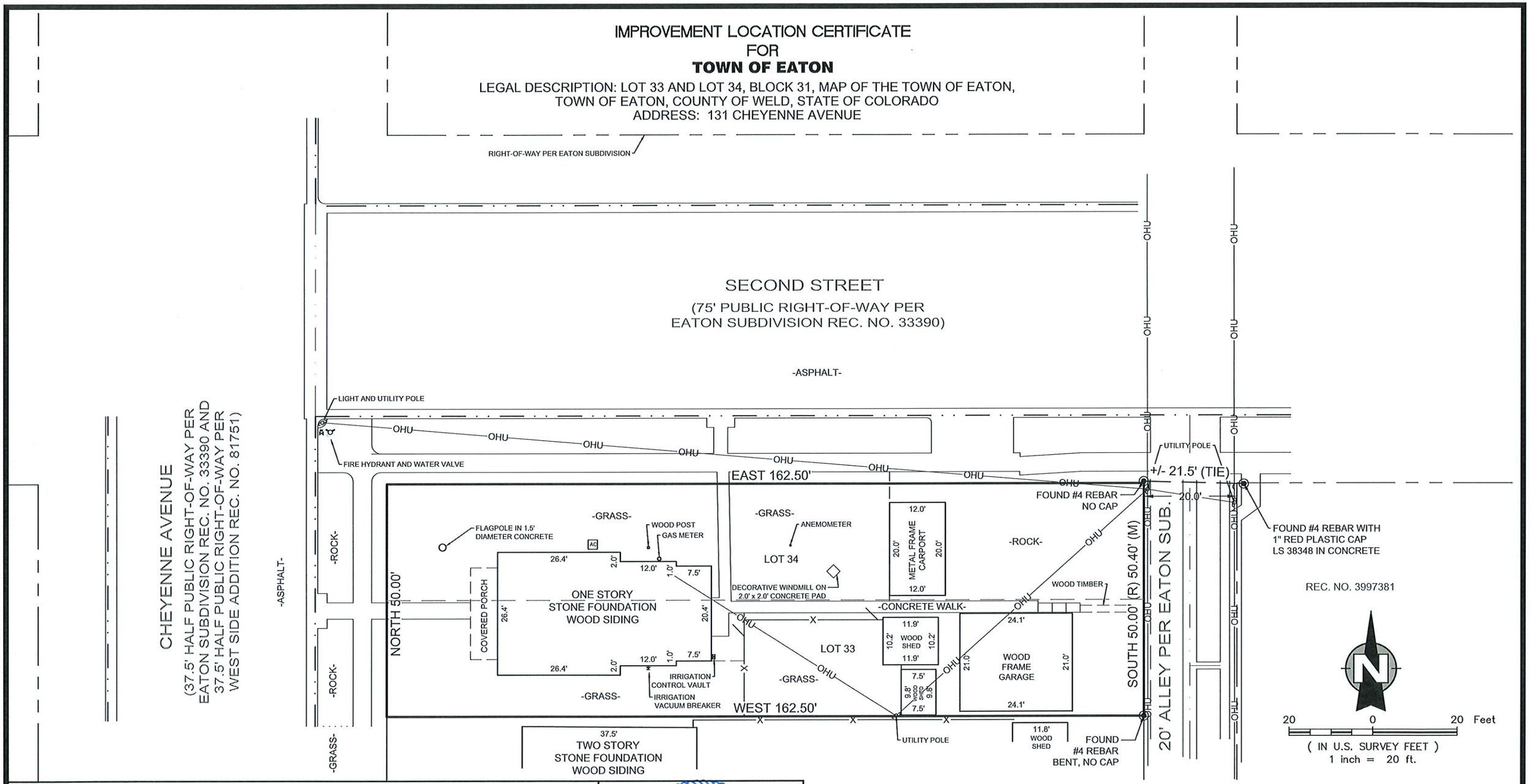
Marcia Waters
Director: Marcia Waters

Licensee Signature

1560 Broadway, Suite 925 Denver, CO 80202-5111 P 303.894.2166 F 303.894.2683 www.dora.colorado.gov/dre

IMPROVEMENT LOCATION CERTIFICATE
FOR
TOWN OF EATON

LEGAL DESCRIPTION: LOT 33 AND LOT 34, BLOCK 31, MAP OF THE TOWN OF EATON,
TOWN OF EATON, COUNTY OF WELD, STATE OF COLORADO
ADDRESS: 131 CHEYENNE AVENUE



I HEREBY CERTIFY THAT THIS IMPROVEMENT LOCATION CERTIFICATE WAS PREPARED FOR THE TOWN OF EATON, THAT IT IS NOT A LAND SURVEY PLAT OR IMPROVEMENT SURVEY PLAT, AND THAT IT IS NOT TO BE RELIED UPON FOR THE ESTABLISHMENT OF FENCE, BUILDING, OR OTHER FUTURE IMPROVEMENT LINES. THIS CERTIFICATE IS VALID ONLY FOR USE BY THE TOWN OF EATON AND DESCRIBES THE PARCEL'S APPEARANCE ON MARCH 1, 2024.

I FURTHER CERTIFY THAT THE IMPROVEMENTS ON THE ABOVE DESCRIBED PARCEL ON THIS DATE, MARCH 1, 2024, EXCEPT UTILITY CONNECTIONS, ARE ENTIRELY WITHIN THE BOUNDARIES OF THE PARCEL, EXCEPT AS SHOWN, THAT THERE ARE NO ENCROACHMENTS UPON THE DESCRIBED PREMISES BY IMPROVEMENTS ON ANY ADJOINING PREMISES, EXCEPT AS INDICATED AND THAT THERE IS NO APPARENT EVIDENCE OR SIGN OF ANY EASEMENT CROSSING OR BURDENING ANY PART OF SAID PARCEL, EXCEPT AS NOTED.

NOTICE:

ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS IMPROVEMENT LOCATION CERTIFICATE WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT, MAY ANY ACTION BASED UPON ANY DEFECT IN THIS IMPROVEMENT LOCATION CERTIFICATE BE COMMENCED MORE THAN TEN YEARS AFTER THE DATE OF THE CERTIFICATION SHOWN HEREON.

NOTICE: ALL BEARINGS, DISTANCES, AND EASEMENTS ARE PER THE SUBDIVISION PLAT UNLESS OTHERWISE NOTED.

COLORADO LICENSED
ROBERT C. TESSELY
38470
PROFESSIONAL LAND SURVEYOR
Robert C. Tessely
3-6-24

ROBERT C. TESSELY
COLORADO P.L.S. NO. 38470

S:\SURVEY JOBS\1127-001 - EATON\1127-824.SV24-02 EATON LIBRARY PROPERTY APPRAISAL\ILC.DWG

TOWN OF EATON

NORTHERN ENGINEERING
SURVEY | MUNICIPAL | LAND DEVELOPMENT
FORT COLLINS | GREELEY 970.221.4158 NORTHERNENGINEERING.COM

L33 + L34 B31 EATON

No.	REVISION	BY	DATE

PROJECT #: 1127-824 SV24-02 DRAWN BY: MGW DATE: 3/6/2024

PURCHASE AND SALE AGREEMENT

This **PURCHASE AND SALE AGREEMENT** (this "**Agreement**") is made as of April ___, 2024 (the "**Effective Date**"), by and between Lynn Walker, an individual ("**Seller**"), and the Town of Eaton, a Colorado statutory municipality ("**Purchaser**").

RECITALS

A. Seller is the owner of real property known by street address as 131 Cheyenne Avenue, Eaton, Colorado 80615 and by legal description as ETN 14205 L33-34 BLK31, Town of Eaton, County of Weld, State of Colorado, consisting of approximately 0.187 acres ("**Property**").

B. As used in this Agreement, the Property includes the real property, together with all of Seller's right, title and interest in and to: (i) all reversions, remainders, easements, rights-of-way and appurtenances appertaining to or otherwise benefiting or used in connection with the Property; (ii) all of Seller's right, title and interest in and to any streets abutting or adjoining the Property; and (iii) all existing improvements, structures and fixtures, if any, placed, constructed, installed or located on the Property, including all plants, trees, landscaping and other appurtenances, if any, located upon, over or under the Property.

C. Seller desires to sell the Property to Purchaser, and Purchaser desires to purchase the Property from Seller, upon and subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, for the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1

PURCHASE AND SALE OF THE PROPERTY

1.1 **Recitals**. The Recitals are incorporated into the Agreement as if fully set forth herein.

1.2 **Purchase**. Seller agrees to sell and convey to Purchaser, and Purchaser agrees to purchase from Seller, all of the Property, subject to and upon the terms and conditions set forth in this Agreement.

1.3 **Purchase Price**. The total purchase price (the "**Purchase Price**") for the Property will be Two Hundred Eighty-Eight Thousand Dollars ($288,000.00) payable in accordance with the following terms and conditions:

(a) Deposit.

(i) No later than five (5) business days after the Effective Date, Purchaser will deliver to Land Title Guaranty Company (the "**Title Company**") an earnest money deposit of $5,000.00 (together with all interest earned thereon, the "**Deposit**").

(ii) The Title Company will deposit the Deposit in one or more federally insured interest-bearing accounts and hold the Deposit pursuant to the terms and

provisions hereof. The Deposit will be applied to the Purchase Price at the closing of the purchase contemplated hereby ("**Closing**"). In the event that this Agreement is terminated or the acquisition contemplated hereunder is not closed for any reason other than Purchaser's default hereunder, the Deposit will be promptly returned to Purchaser.

(b) Balance. The balance of the Purchase Price, subject to prorations and adjustments in accordance with Article 88, will be paid to Seller by Purchaser at Closing by wire transfer of immediately available funds to the Title Company, for further payment to Seller.

ARTICLE 2
TITLE

2.1 **Title Commitment**. Within seven (7) days of the Effective Date, Seller shall procure and deliver a current commitment for an owner's title insurance policy for the Property (the "**Title Commitment**"), in an amount equal to the Purchase Price, to Purchaser. The Title Commitment shall contain owner's extended coverage, committing to delete or insure over the standard exceptions which relate to: (1) parties in possession, (2) unrecorded easements, (3) survey matters, (4) unrecorded mechanics' liens, (5) gap period (period between the Effective Date and time of the commitment to the date and time the deed is recorded) and (6) unpaid taxes, assessments and unredeemed tax sales prior to the year of Closing.

2.2 **Status of Title at Closing**. At Closing, Seller will convey to Purchaser title to the Property by general warranty deed free and clear of monetary liens and monetary encumbrances of record, but subject to all other matters of record shown in the Title Commitment (the "**Permitted Encumbrances**").

ARTICLE 3
CONTINGENCY PERIOD

3.1 **Contingency Period**. Purchaser will have thirty (30) days following the Effective Date (the "**Contingency Period**") within which to complete Purchaser's investigation of the Property and to obtain all required approvals for Purchaser's purchase of the Property. During the Contingency Period, Purchaser may obtain an improvement location certificate ("ILC") for the Property. All inspection fees and other expenses of any kind incurred by Purchaser relating to the inspection of the Property will be Purchaser's sole responsibility. Purchaser will promptly repair, at its expense, any damage to the Property caused by Purchaser or its agents in conducting its inspection of the Property. Purchaser will coordinate its physical inspections of the Property with Seller prior to entry on the Property, and Seller shall permit Purchaser, its employees, contractors and agents, to enter the Property at reasonable times to conduct physical inspections and undertake the actions required to obtain the ILC.

3.2 **Termination**. If, on or before the expiration of the Contingency Period, Purchaser delivers to Seller written notice setting forth Purchaser's election to terminate this Agreement, in Purchaser's sole and absolute discretion, then this Agreement will terminate, the Deposit will be returned promptly to Purchaser and both parties will be relieved from any further liability hereunder. If Purchaser does not terminate this Agreement as described in the preceding sentence, then this Agreement will remain in full force and effect in accordance with its terms.

ARTICLE 4
SELLER'S REPRESENTATIONS, WARRANTIES AND COVENANTS

Seller represents, warrants and covenants to Purchaser as set forth below in this Article 4 as of the

Effective Date and as of Closing under this Agreement.

4.1 **Authority**. Seller has the full right and authority to enter into this Agreement and consummate the transaction contemplated by this Agreement. All requisite entity action has been taken by Seller in connection with the entering into of this Agreement, the instruments referenced herein, and the consummation of the transaction contemplated hereby. The person signing this Agreement on behalf of Seller is authorized to do so.

4.2 **No Consents; Binding Obligations**. No third party approval or consent is required for Seller to enter into this Agreement or to consummate the transaction contemplated hereby. This Agreement and all documents required hereby to be executed by Seller are and will be valid, legally binding obligations of and enforceable against Seller in accordance with their terms.

4.3 **No Third-Party Interests**. Seller has not granted to any party (other than to Purchaser pursuant to this Agreement) any option, contract or other right to a purchase the Property, or any portion thereof or any interest therein.

4.4 **Non foreign Person**. Seller is not a foreign person, corporation, foreign partnership, foreign trust, or foreign estate (as those terms are defined in the Internal Revenue Code or Income Tax Regulations).

ARTICLE 5
PURCHASER'S REPRESENTATIONS AND WARRANTIES

Purchaser represents and warrants to Seller as set forth below in this Article 5 as of the Effective Date and as of Closing under this Agreement.

5.1 **Authority**. Purchaser has, or will have prior to the expiration of the Contingency Period, the full right and authority to enter into this Agreement and consummate the transaction contemplated by this Agreement. All requisite action has been taken, or will be taken prior to the expiration of the Contingency Period, by Purchaser in connection with the entering into of this Agreement, the instruments referenced herein, and the consummation of the transaction contemplated hereby. Each of the persons signing this Agreement on behalf of Purchaser is authorized to do so.

5.2 **No Consents; Binding Obligations**. No third party approval or consent is required for Purchaser to enter into this Agreement or to consummate the transaction contemplated hereby. This Agreement and all documents required hereby to be executed by Purchaser are and will be valid, legally binding obligations of and enforceable against Purchaser in accordance with their terms, subject to Purchaser obtaining the required consents prior to the expiration of the Contingency Period.

ARTICLE 6
CASUALTY

6.1 **Risk of Casualty.** The risk of casualty loss to the Property will remain with Seller prior to Closing. In the event that the Property is damaged by fire, flood or other casualty prior to Closing, then Purchaser may elect, at its sole option, either (i) to terminate this Agreement and recover its Deposit, in which case both Seller and Purchaser will be released from further responsibility hereunder, or (ii) to waive its right to terminate this Agreement and to consummate the transaction contemplated hereby, in which case Seller will assign to Purchaser all of Seller's right to receive the insurance proceeds, if any, payable as a result of such casualty damage, but not exceeding the Purchase Price, and Purchaser will be entitled to an abatement of the Purchase Price in an amount equal to the applicable insurance deductibles.

ARTICLE 7
CLOSING

7.1 **Time and Procedures**. Closing under this Agreement ("**Closing**") will take place on a date designated by Purchaser by written notice to Seller, which will be no earlier than three (3) days following the expiration of the Contingency Period and no later than thirty (30) days following the expiration of the Contingency Period, or as otherwise agreed by the parties in writing. Closing will be conducted by delivery of all documents and funds to the Title Company for delivery, disbursement or recording by the Title Company, as applicable, in accordance with the terms of this Agreement. The parties may issue supplemental instructions to the Title Company to accomplish Closing, provided that such instructions are consistent with the terms of this Agreement or are otherwise approved by both parties.

7.2 **Delivery at Closing**. At Closing the following will occur:

(a) Deed. Seller will deliver to Purchaser a duly executed and acknowledged general warranty deed for the Property conveying title to the Property, subject only to the Permitted Encumbrances;

(b) Payment. Purchaser will pay to Seller the Purchase Price by wire transfer of funds as provided in Section 1.3, subject to the adjustments described in Article 8.

(c) Possession. Possession of the Property will be delivered to Purchaser.

(d) Non-Foreign Certificate. Seller will execute and deliver to Purchaser and the Title Company an affidavit that Seller is exempt from the withholding requirements of Section 1445 of the Internal Revenue Code.

(e) Miscellaneous Documents. Each of Seller and Purchaser will execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, any and all conveyances, assignments and all other instruments and documents as may be required by the Title Commitment, or reasonably requested by the other party or the Title Company in order to complete the transaction herein provided and to carry out the intent and purposes of this Agreement in a manner consistent with the terms of this Agreement.

ARTICLE 8
PRORATIONS AND CLOSING EXPENSES

8.1 **Closing Adjustments**. The cash due at Closing pursuant to Section **Error! Reference source not found.** will be subject to adjustment as of Closing in accordance with the following provisions:

(a) Property taxes will be prorated at Closing based on the most recent information available, with the proration to be final and not subject to any post-closing adjustment.

(b) Purchaser will pay the fee for recording Seller's deed, one-half of the Title Company's closing fee, any endorsements to the title insurance policy requested by Purchaser, its attorney's fees and costs, all transfer taxes, and all other closing costs not paid by Seller as set forth in Section 8.1(c).

(c) Seller will pay its attorney's fees and costs, if any, the premium for the title insurance policy based on the Title Commitment, one-half of the Title Company's closing fee, and any costs required to deliver title to the Property subject only to the Permitted Encumbrances.

8.2 **Settlement Statement**. At Closing, Seller and Purchaser will execute a Closing settlement statement to reflect the credits, prorations, and adjustments contemplated by or specifically provided for in this Agreement.

ARTICLE 9
REMEDIES

9.1 **Breach by Seller**. Time is of the essence of Seller's obligations hereunder. If Seller fails to comply with any of its obligations hereunder which are required to be performed at or prior to Closing, and such failure continues for three (3) business days after delivery of written notice thereof from Purchaser to Seller, Purchaser, at Purchaser's option, will be entitled to: (i) terminate this Agreement and obtain the prompt refund of the Deposit, whereupon both parties will be discharged from all duties and performance hereunder; or (ii) treat this Agreement as being in full force and effect and to seek specific performance. The foregoing provisions of this Section 9.1 will not affect Purchaser's right to recover its attorney's fees from Seller under the provisions of Section 9.3.

9.2 **Breach by Purchaser**. Time is of the essence of Purchaser's obligations hereunder. If Purchaser fails to comply with any of its obligations hereunder which are required to be performed at or prior to Closing, and such failure continues for three (3) business days after delivery of written notice thereof from Seller to Purchaser, Seller, as its sole and exclusive remedy, will be entitled to terminate this Agreement and have the Deposit paid to Seller as liquidated damages. PURCHASER AND SELLER AGREE THAT IT WOULD BE IMPRACTICAL OR EXTREMELY DIFFICULT TO FIX SELLER'S ACTUAL DAMAGES IN THE EVENT PURCHASER FAILS TO PURCHASE THE PROPERTY IN ACCORDANCE HEREWITH. THEREFORE PURCHASER AND SELLER AGREE A SUM EQUAL TO THE DEPOSIT REPRESENTS ALL SELLER'S COST WITH RESPECT TO THIS TRANSACTION, THE LOSS OF OTHER OPPORTUNITIES TO SELLER AND THE PROPERTY TAX AND INTEREST BURDEN OF CARRYING THE PROPERTY DURING THE PERIOD THE PROPERTY IS KEPT OFF THE MARKET AS A RESULT OF THIS AGREEMENT. SELLER AGREES TO ACCEPT THE SUM OF THE DEPOSIT MADE TO THAT DATE HEREUNDER AS ITS SOLE REMEDY IN FULL SATISFACTION OF SELLER'S DAMAGES. IT IS THE INTENT OF THE PARTIES THAT THE AMOUNT OF THE DEPOSIT MADE TO THAT DATE WILL BE THE FULL AGREED LIQUIDATED DAMAGES FOR THE BREACH OF THIS AGREEMENT BY PURCHASER AND ALL OTHER CLAIMS TO DAMAGES OR OTHER REMEDIES ARE EXPRESSLY WAIVED BY SELLER. SELLER HEREBY WAIVES THE PROVISIONS OF ANY STATUTES WHICH ARE INCONSISTENT WITH THE INTENT OF PURCHASER AND SELLER AS SET FORTH HEREIN. The foregoing provisions of this Section 9.2 will not affect Seller's right to recover its attorney's fees from Purchaser under the provisions of Section 9.3

9.3 **Attorney's Fees**. Notwithstanding any contrary provision contained in this Agreement (including the provisions of Sections 9.1 and 9.2), in the event of any litigation or legal action arising out of this Agreement, to the extent permitted by law, the court will award the prevailing party its reasonable costs and expenses incurred in connection with such litigation or legal action, including, without limitation, its reasonable attorney's fees and costs.

ARTICLE 10
GENERAL PROVISIONS

10.1 **Brokers**. Seller and Purchaser each hereby represent and warrant to the other that their only contact with the other or with the Property has been made without the assistance of any broker or other third party. Each of Seller and Purchaser will save and hold the other party free, clear and harmless from any claim, cost or expense, including reasonable attorney's fees, for or in connection with any claims for commissions or compensation claimed or asserted by or through each respective party in connection with the transaction contemplated herein.

10.2 **Entire Agreement**. No change or modification of this Agreement will be valid unless the same is in writing and signed by the parties hereto. No waiver of any of the provisions of this Agreement will be valid unless in writing and signed by the party against whom it is sought to be enforced. This Agreement contains the entire agreement between the parties relating to the purchase and sale of the Property. All prior negotiations between the parties are merged in this Agreement; and there are no promises, agreements, conditions, undertakings, warranties or representations, oral or written, express or implied, between the parties other than as herein set forth.

10.3 **Survival**. All of the parties' representations, warranties, covenants and agreements hereunder, to the extent not fully performed or discharged by or through Closing, will not be deemed merged into any instrument delivered at Closing and will remain fully enforceable thereafter.

10.4 **Dates**. If any date set forth in this Agreement for the delivery of any document or the happening of any event (such as, for example, the expiration of the Contingency Period or the Closing Date) should, under the terms hereof, fall on a weekend or holiday, then such date will be automatically extended to the next succeeding weekday that is not a holiday.

10.5 **Governing Law and Venue**. This Agreement will be construed and enforced in accordance with the laws of the State of Colorado and venue for any action shall be in the County of Weld, State of Colorado.

10.6 **Notices**. Any notice required or permitted to be sent pursuant to this Agreement must be in writing and will be deemed given, sent, delivered and received upon the earlier of: (i) when personally or actually delivered; or (ii) by e-mail upon confirmation of receipt by the intended recipient; or (iii) one (1) business day after being deposited with a commercial overnight courier and sent by overnight delivery for next business day delivery, with all required charges prepaid, and addressed:

If to Seller:

Lynn Walker
Attention: Bruce Walker
Telephone: 970.371.0725
Email: nelybel53@yahoo.com

If to Purchaser:

TOWN OF EATON
Attention: Town Administrator
223 1st Street
Eaton, CO 80615
Email: wesley@eatonco.org

Any address fixed pursuant to the foregoing may be changed by the addressee by notice given pursuant to this Section 10.6.

10.7 **Successors and Assigns**. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns.

10.8 **Counterparts**. This Agreement may be executed in multiple counterparts, all of which, together, will be deemed one and the same original document.

10.9 **Headings**. The paragraph headings herein are for the convenience and reference of the parties and are not intended to define or limit the scope or intent of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed effective as of the Effective Date.

SELLER:

LYNN WALKER

By:_____
Bruce Walker, Power of Attorney

PURCHASER:

TOWN OF EATON, COLORADO

ATTEST:

By:_____
Margaret Jane Winter, Town Clerk

By:_____
Scott E. Moser, Mayor

TOWN OF EATON, COLORADO
RESOLUTION NO. 2024-11

RESOLUTION DESIGNATING SNOW ROUTE AND PROHIBITING OVERNIGHT PARKING ALONG SNOW ROUTE AND IN PUBLIC PARKING LOTS

WHEREAS, the Town of Eaton, Colorado ("Town") is a municipal corporation duly organized and existing under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Board of Trustees ("Town Board") constitutes the legislative body of the Town with authority to set the policies of the Town; and

WHEREAS, Town staff recommends that, for public safety, the Town Board designate a snow route in the Town and prohibit overnight parking along the snow route when there is snow accumulation to allow the Town to properly and more efficiently remove snow from and plow certain public roads; and

WHEREAS, based on Town staff's recommendation, the Town Board desires to designate a snow route and prohibit parking on certain public roads, as shown on Exhibit A attached hereto and incorporated herein by reference, between the hours of 11:00 p.m. and 7:00 a.m. when there is snow accumulation that requires snow removal and plowing; and

WHEREAS, Town staff further recommends that, for public safety, the Town Board prohibit parking in Town-owned public parking lots, as shown on Exhibit B attached hereto and incorporated herein by reference, between the hours of 1:00 a.m. and 4:00 a.m.; and

WHEREAS, the Town Board finds that adoption of this Resolution is in the best interests of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF EATON, COLORADO, THAT:

1. The Town Board hereby designates the area shown on Exhibit A as a "Snow Route" and prohibits parking on the Snow Route between the hours of 11:00 p.m. and 7:00 a.m. when there is snow accumulation that requires snow removal and plowing.

2. The Town Board hereby prohibits parking in Town-owned public parking lots, as shown on Exhibit B, between the hours of 1:00 a.m. and 4:00 a.m.

3. Town staff is hereby directed to place signs along the Snow Route and in or near Town-owned public parking lots advising the public of the parking restrictions.

4. This Resolution shall be in full force and effect upon its passage and adoption.

PASSED, SIGNED, APPROVED, AND ADOPTED this 18th day of April, 2024.

TOWN OF EATON, COLORADO

ATTEST:

By:_____ By:_____
Margaret Jane Winter, Town Clerk Scott E. Moser, Mayor

EXHIBIT A - SNOW ROUTE

LEGEND:

SNOW ROUTE

EXHIBIT
NOT TO SCALE

EXHIBIT B - PUBLIC PARKING

LEGEND:

PUBLIC PARKING

EXHIBIT
NOT TO SCALE

NORTHERN ENGINEERING

EXHIBIT B - PUBLIC PARKING

LEGEND:

PUBLIC PARKING

EXHIBIT
NOT TO SCALE

EXHIBIT B - PUBLIC PARKING

LEGEND:

PUBLIC PARKING

EXHIBIT
NOT TO SCALE

EATON

NORTHERN ENGINEERING

Eaton Town Board

Agenda Item

TO:	**Board of Trustees**
FROM:	**Greg Brinck - ATA, Juan Romero - PW Director, Kevin Sturch - Police Chief**
DATE of MEETING:	**April 18, 2024**
TITLE/SUBJECT:	**Resolution 2024-11 Parking Restrictions**

DESCRIPTION

The Staff discussed with the Board of Trustees designating Snow Routes within Town to allow for safer and more efficient overnight snow removal in our downtown core. After the March Board meeting, Chief Sturch recommended restricting overnight parking in all Town owned parking lots. Although this was not discussed with the Board, staff have brought combined the parking restrictions into one Resolution for the Board to consider.

KEY POINTS

- Overnight parking in all Town owned parking lots will be prohibited between 1:00am and 4:00am. This does not include street parking.
- Overnight parking will be prohibited between 11:00pm and 7:00am in designated snow routes when there is snow accumulation that requires snow removal and plowing (two inches).
- The designated snow route is:
    - Town owned parking lot on Oak Ave (Hwy 85)
    - 1st St from Oak Ave through Maple Ave
    - Town owned diagonal parking around Town Square

COST & BUDGET

There is a minimal cost for signs and poles that will be budgeted out of the Streets Fund operating supplies and signs accounts. This will not require a budget amendment.

RECOMMENDATION

Staff recommends approving Resolution 2024-11Designating Snow Route and Prohibiting Parking Along Snow Route and in Public Parking Lots.

FROM: Bradley A Curtis, PE, CPM, LEED AP
Northern Engineering
Town Engineer Consultant

SUBJECT: CHRISTENSEN AVENUE (WCR 39) IMPROVEMENTS [ACTION REQUEST]

DATE: April 8, 2024

MEETING DATE: April 18, 2024

This project represents a full rebuild of Christensen Avenue (WCR 39) between Collins Street (WCR 74) and the Eaton Cemetery.

Project details include removing existing asphalt, preparing subgrade, and installing aggregate base course and asphalt pavement and other miscellaneous work.

The project was posted on March 5, 2024, through BIDNet, a recognized bid posting site specifically for targeted governments in Colorado and the region. 93 companies downloaded the associated RFP documents. 13 people attended the virtual Prebid Meeting held on March 14, 2024.

Bids were received on Thursday, April 4, 2024, at 10:00 am for the Christensen Avenue (WCR 39) Improvements project. A Bid Summary tabulation of the bid results is attached.

Company	Bid Amount	*Corrected Bid Amount
All Pro Pavement	$491,147.36	
Asphalt Specialties	$526,527.14	
Martin Marietta	$571,132.48	
Coulson Excavating	$606,491.70	
Schneider's Paving	$617,706.40	$632,773.90
Connell Resources	$666,379.70	
Simon Contractors	$741,530.07	
Engineers' Estimate	$651,728.00	

*Corrected Bid Amounts are due to math errors or other discrepancies with the Bid.

The Town of Eaton budget for this project is $1,055,000.00.

The bids were evaluated on fairness, accuracy, and completeness of the submittal, experience, understanding of the project, schedule, and cost.

ACTION REQUESTED:
We recommend approval to accept All Pro Pavement to construct the Christensen Avenue (WCR 39) Improvements for a Base Bid of $491,147.36.

OPTIONAL ACTION REQUIRED:
Deny the request in its entirety.

Approve with conditions.

Town of Eaton
CHRISTENSEN AVENUE (WCR 39) IMPROVEMENTS
Eaton Town Hall
Thursday, April 4, 2024, 10:00 a.m.

				All Pro Pavement		Asphalt Specialties Co.		Martin Marietta	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
202-00039	REMOVAL\RESET BOLLARD	1	EA	$500.00	$500.00	$1,200.00	$1,200.00	$550.00	$550.00
202-00220	REMOVAL OF ASPHALT MAT (ALL THICKNESS)	8,048	SY	$7.25	$58,348.00	$3.30	$26,558.40	$5.85	$47,080.80
202-05026	SAWING ASPHALT MATERIAL (ALL THICKNESS)	164	LF	$5.00	$820.00	$1.70	$278.80	$10.00	$1,640.00
207-00704	SUBGRADE SOIL PREPARATION	8,170	SY	$1.00	$8,170.00	$6.10	$49,837.00	$6.95	$56,781.50
208-00023	EROSION LOG (TYPE 3)(12 INCH)	32	LF	$40.00	$1,280.00	$16.70	$534.40	$24.25	$776.00
208-00045	CONCRETE WASHOUT STRUCTURE	1	EA	$250.00	$250.00	$577.10	$577.10	$175.00	$175.00
208-00070	VEHICLE TRACKING PAD	2	EA	$1,500.00	$3,000.00	$3,650.00	$7,300.00	$2,775.00	$5,550.00
210-00810	RESET GROUND SIGN	2	EA	$250.00	$500.00	$225.00	$450.00	$275.00	$550.00
210-04050	ADJUST VALVE BOX	1	EA	$600.00	$600.00	$360.00	$360.00	$460.00	$460.00
212-00006	SEEDING (NATIVE)	0.4	AC	$10,000.00	$4,000.00	$5,476.10	$2,190.44	$8,630.00	$3,452.00
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - ROADWAY	8,170	SY	$8.99	$73,448.30	$8.70	$71,079.00	$10.25	$83,742.50
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - SHOULDER	650	SY	$16.00	$10,400.00	$15.80	$10,270.00	$15.00	$9,750.00
403-33742	HOT MIX ASPHALT (3")(GRADE SX)(100)(PG 64-22)	8,170	SY	$16.00	$130,720.00	$14.30	$116,831.00	$15.65	$127,860.50
403-33742	HOT MIX ASPHALT (3")(GRADE S)(100)(PG 64-22)	8,170	SY	$14.25	$116,422.50	$13.00	$106,210.00	$15.35	$125,409.50
603-01185	INLET SPECIAL (CONCRETE DITCH PAVING)	1	EA	$1,500.00	$1,500.00	$5,459.60	$5,459.60	$2,890.00	$2,890.00
620-00020	SANITARY FACILITY	1	EA	$500.00	$500.00	$559.80	$559.80	$544.78	$544.78
625-00000	CONSTRUCTION SURVEYING	1	LS	$15,000.00	$15,000.00	$23,875.00	$23,875.00	$18,635.00	$18,635.00
626-00000	MOBILIZATION	1	LS	$18,000.00	$18,000.00	$42,075.70	$42,075.70	$27,265.00	$27,265.00
627-00002	THERMOPLASTIC PAVEMENT MARKING (STOP BAR)	30	SF	$27.50	$825.00	$15.45	$463.50	$16.35	$490.50
627-00004	EPOXY PAVEMENT MARKING (4" WIDE)	11,354	LF	$1.14	$12,943.56	$1.10	$12,489.40	$1.10	$12,489.40
630-00000	FLAGGING	160	HOUR	$42.00	$6,720.00	$53.00	$8,480.00	$44.00	$7,040.00
630-00012	TRAFFIC CONTROL MANAGEMENT	20	DAY	$400.00	$8,000.00	$956.90	$19,138.00	$930.00	$18,600.00
630-80000	TRAFFIC CONTROL DEVICES	20	DAY	$210.00	$4,200.00	$265.50	$5,310.00	$220.00	$4,400.00
	FORCE ACCOUNT								
700-70010	F/A MINOR CONTRACT REVISIONS		FA		$15,000.00		$15,000.00		$15,000.00
	TOTAL BID (CORRECTED)				**$491,147.36**		**$526,527.14**		**$571,132.48**

BID AMOUNT SUBMITTED (If Different)

Town of Eaton
CHRISTENSEN AVENUE (WCR 39) IMPROVEMENTS
Eaton Town Hall
Thursday, April 4, 2024, 10:00 a.m.

				Coulson Excavating Co., Inc.		Schneider's Paving		Connell Resources, Inc.	
Item	Description	Quantity	Units	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
202-00039	REMOVAL\RESET BOLLARD	1	EA	$480.00	$480.00	$400.00	$400.00	$1,300.00	$1,300.00
202-00220	REMOVAL OF ASPHALT MAT (ALL THICKNESS)	8,048	SY	$5.00	$40,240.00	$7.55	$60,762.40	$10.00	$80,480.00
202-05026	SAWING ASPHALT MATERIAL (ALL THICKNESS)	164	LF	$4.75	$779.00	$8.00	$1,312.00	$1.65	$270.60
207-00704	SUBGRADE SOIL PREPARATION	8,170	SY	$6.00	$49,020.00	$7.55	$61,683.50	$2.45	$20,016.50
208-00023	EROSION LOG (TYPE 3)(12 INCH)	32	LF	$8.00	$256.00	$12.00	$384.00	$6.70	$214.40
208-00045	CONCRETE WASHOUT STRUCTURE	1	EA	$300.00	$300.00	$2,500.00	$2,500.00	$1,200.00	$1,200.00
208-00070	VEHICLE TRACKING PAD	2	EA	$3,000.00	$6,000.00	$700.00	$1,400.00	$3,600.00	$7,200.00
210-00810	RESET GROUND SIGN	2	EA	$275.00	$550.00	$200.00	$400.00	$275.00	$550.00
210-04050	ADJUST VALVE BOX	1	EA	$600.00	$600.00	$575.00	$575.00	$775.00	$775.00
212-00006	SEEDING (NATIVE)	0.4	AC	$4,500.00	$1,800.00	$7,500.00	$3,000.00	$6,700.00	$2,680.00
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - ROADWAY	8,170	SY	$13.50	$110,295.00	$8.00	$65,360.00	$10.70	$87,419.00
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - SHOULDER	650	SY	$18.00	$11,700.00	$0.00	$0.00	$26.00	$16,900.00
403-33742	HOT MIX ASPHALT (3")(GRADE SX)(100)(PG 64-22)	8,170	SY	$15.50	$126,635.00	$20.55	$167,893.50	$19.40	$158,498.00
403-33742	HOT MIX ASPHALT (3")(GRADE S)(100)(PG 64-22)	8,170	SY	$15.50	$126,635.00	$21.55	$176,063.50	$19.00	$155,230.00
603-01185	INLET SPECIAL (CONCRETE DITCH PAVING)	1	EA	$2,200.00	$2,200.00	$3,500.00	$3,500.00	$2,800.00	$2,800.00
620-00020	SANITARY FACILITY	1	EA	$1,000.00	$1,000.00	$1,200.00	$1,200.00	$225.00	$225.00
625-00000	CONSTRUCTION SURVEYING	1	LS	$19,000.00	$19,000.00	$22,000.00	$22,000.00	$18,750.00	$18,750.00
626-00000	MOBILIZATION	1	LS	$52,000.00	$52,000.00	$3,000.00	$3,000.00	$50,750.00	$50,750.00
627-00002	THERMOPLASTIC PAVEMENT MARKING (STOP BAR)	30	SF	$16.00	$480.00	$8.25	$247.50	$31.10	$933.00
627-00004	EPOXY PAVEMENT MARKING (4" WIDE)	11,354	LF	$1.05	$11,921.70	$1.25	$14,192.50	$1.30	$14,760.20
630-00000	FLAGGING	160	HOUR	$45.00	$7,200.00	$40.00	$6,400.00	$43.30	$6,928.00
630-00012	TRAFFIC CONTROL MANAGEMENT	20	DAY	$760.00	$15,200.00	$850.00	$17,000.00	$975.00	$19,500.00
630-80000	TRAFFIC CONTROL DEVICES	20	DAY	$360.00	$7,200.00	$425.00	$8,500.00	$200.00	$4,000.00
	FORCE ACCOUNT								
700-70010	F/A MINOR CONTRACT REVISIONS		FA		$15,000.00		$15,000.00		$15,000.00
	TOTAL BID (CORRECTED)				**$606,491.70**		**$632,773.90**		**$666,379.70**
	BID AMOUNT SUBMITTED (If Different)						$617,706.40		

Town of Eaton
CHRISTENSEN AVENUE (WCR 39) IMPROVEMENTS
Eaton Town Hall
Thursday, April 4, 2024, 10:00 a.m.

				Simon	
Item	**Description**	**Quantity**	**Units**	**Unit Price**	**Amount**
202-00039	REMOVAL\RESET BOLLARD	1	EA	$570.04	$570.04
202-00220	REMOVAL OF ASPHALT MAT (ALL THICKNESS)	8,048	SY	$10.10	$81,284.80
202-05026	SAWING ASPHALT MATERIAL (ALL THICKNESS)	164	LF	$2.12	$347.68
207-00704	SUBGRADE SOIL PREPARATION	8,170	SY	$0.93	$7,598.10
208-00023	EROSION LOG (TYPE 3)(12 INCH)	32	LF	$3.35	$107.20
208-00045	CONCRETE WASHOUT STRUCTURE	1	EA	$628.00	$628.00
208-00070	VEHICLE TRACKING PAD	2	EA	$3,352.00	$6,704.00
210-00810	RESET GROUND SIGN	2	EA	$250.00	$500.00
210-04050	ADJUST VALVE BOX	1	EA	$380.00	$380.00
212-00006	SEEDING (NATIVE)	0.4	AC	$3,375.00	$1,350.00
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - ROADWAY	8,170	SY	$9.18	$75,000.60
304-06004	AGGREGATE BASE COURSE (6")(CLASS 6) - SHOULDER	650	SY	$12.75	$8,287.50
403-33742	HOT MIX ASPHALT (3")(GRADE SX)(100)(PG 64-22)	8,170	SY	$29.55	$241,423.50
403-33742	HOT MIX ASPHALT (3")(GRADE S)(100)(PG 64-22)	8,170	SY	$29.55	$241,423.50
603-01185	INLET SPECIAL (CONCRETE DITCH PAVING)	1	EA	$1,061.86	$1,061.86
620-00020	SANITARY FACILITY	1	EA	$259.29	$259.29
625-00000	CONSTRUCTION SURVEYING	1	LS	$11,400.00	$11,400.00
626-00000	MOBILIZATION	1	LS	$9,000.00	$9,000.00
627-00002	THERMOPLASTIC PAVEMENT MARKING (STOP BAR)	30	SF	$15.00	$450.00
627-00004	EPOXY PAVEMENT MARKING (4" WIDE)	11,354	LF	$1.00	$11,354.00
630-00000	FLAGGING	160	HOUR	$40.00	$6,400.00
630-00012	TRAFFIC CONTROL MANAGEMENT	20	DAY		$0.00
630-80000	TRAFFIC CONTROL DEVICES	20	DAY		$0.00
	FORCE ACCOUNT				
700-70010	F/A MINOR CONTRACT REVISIONS		FA		$15,000.00
	TOTAL BID (CORRECTED)				**$720,530.07**

BID AMOUNT SUBMITTED (If Different)

Town of Eaton

MONTHLY STAFF REPORT

April 2024

THE TOWN OF EATON
INCORPORATED 1892
COLORADO

ADMINISTRATION

TOWN OF EATON STAFF REPORT

Cloud Server Conversion

The current physical servers for Administration and the Police Department are coming up on their useful life and are in need of replacement. After much discussion, it was determined to move from a physical server to a cloud server. A cloud server will provide the same security and monitoring as a physical server and will create tremendous efficiencies in Town. Currently the Library and Public Works departments do not have access to server files and everything has to be transferred via email. Having all Town employees with access to a cloud server will build in efficiencies and self help. Employees will be restricted on their access based on their employee class so confidential information is only accessible to the appropriate employees.

Spring Clean Up Day

Spring Clean up is scheduled for Saturday, April 27 including curbside pickup, e-waste recycling at the Police Department, and shredding services provided by the Sertoma Club at the Bank of Colorado. See attached flyer for more details.

Downtown Development Authority

The Eaton Hometown Revitalization Committee has reviewed and approved the draft Plan of Development required for the formation of the DDA. Ayres Associates, the Town's consultant will be presenting the plan of development to the Planning Commission and the Board of Trustees at their respective May meetings for consideration of approval.

CIRSA Training

Sam Light, CIRSA General Council will be in Eaton for a work session preceding the May 16 regular meeting for Board training. The training, even if you have attended previously, will be informative and provide insight on how the Board and Staff work together to lead effectively.

CML Conference

The Colorado Municipal League will be hosting their annual conference June 18-21 in Loveland. Please reach out to Town Clerk, Jane Winter if you are interested in attending.

Finance

CASH AND INVESTMENT ALLOCATION

February

General Fund	3,845,889
Library	5,459,960
Streets	3,047,335
Water	3,441,130
Sewer	1,005,685
Sanitation	285,462
Irrigation	234,926
Special Revenue	1,041,657
TOTAL	18,362,044

BANK AND INVESTMENT ACCOUNTS

Operating Bank account totals	$4,393,081
Investments:	
Colotrust	$5,871,001
Csafe	$5,869,879
CDs	$1,149,750
Bonds	$1,240,867
TOTAL	$18,524,578

*Differences between cash and investment allocations and bank statements are caused by deposits in transit and checks may not have cleared the bank. Cash and investment allocation includes all restricted and unrestricted balances by fund.

February 2024 Summary of Significant Variances and Highlights

With 2 months of the year completed the target for revenue and expenses is 16.7%. One time purchases and payments for insurance and equipment can cause greater variances from budget and can seem higher than normal. This will even out as the year progresses.

General Fund:
The General Fund has 7 departments; Administration, Police, Cemetery, Parks, Miscellaneous, Public Buildings, and Planning & Development. Revenues are 14% year to date of the budget. Expenditures are 17% of the budget. Expenditures exceed revenue by $318,535. Historically the town has recognized revenue when cash has been received and not earned. For our sales tax reporting we are a month behind in recognizing revenue. We will receive more sales tax revenue throughout the year. We receive the majority of property tax revenue in February, April and June. Transfer from other funds are completed at the end of the year, not monthly.

Library:
Revenues are1% year to date of the budget. Expenditures are 10% of the budget. Expenditures exceed revenue by $303,380 this is due to budgeted capital projects. Reserve funds have been saved for large capital projects. The Library receives the majority of their revenue in April and May from their share of the High Plains Library property tax.

Streets:
Revenues are 4% year to date of the budget. Expenditures are 4% of the budget. Expenditures exceed Revenue by $66,156, this is due to budgeted capital projects. Sales tax revenue has been recorded when cash is received. The 1% sales tax increase dedicated to the Streets fund will be recorded in March financials.

Water:
Revenues are 10% year to date of the budget. Expenditures are 20% of the budget. Expenditures exceed revenue by $717,763. This is due to an annual payment in January for the participation in NISP.

Sewer:
Revenues are 16% year to date of the budget. Expenditures are 29% of the budget. Expenditures exceed Revenue by $153,449 due to the sewer bond payment that is paid twice a year in February and August.

Sanitation:
Revenues are 17% year to date of the budget. Expenditures are 15% of the budget. Revenue exceeds expenditures by $11,346.

Irrigation:
Revenues are 15% year to date of the budget. Expenditures are 12% of the budget. Revenue exceeds expenditures by $14,255.

Special Revenue:
Revenues are 33% year to date of the budget. Expenditures are 0% of the budget. Revenue exceeds expenditures by $18,364.

FUND SUMMARY February

	YEAR TO DATE	BUDGET	REMAINING/EXPENDED
GF REVENUE	792,261	5,734,588	4,942,327
GF EXPENSES	1,110,796	6,578,273	5,467,477
NET SURPLUS/(LOSS)	(318,535)	(843,685)	
LIBRARY REVENUE	33,289	2,539,307	2,506,018
LIBRARY EXPENSES	336,669	3,395,477	3,058,808
NET SURPLUS/(LOSS)	(303,380)	(856,170)	
STREETS REVENUE	216,106	4,987,855	4,771,749
STREETS EXPENSES	282,262	6,593,731	6,311,469
NET SURPLUS/(LOSS)	(66,156)	(1,605,876)	
WATER REVENUE	392,887	3,829,796	3,436,909
WATER EXPENSES	1,110,650	5,521,771	4,411,121
NET SURPLUS/(LOSS)	(717,763)	(1,691,975)	
SEWER REVENUE	164,104	1,057,621	893,517
SEWER EXPENSES	317,553	1,113,784	796,231
NET SURPLUS/(LOSS)	(153,449)	(56,163)	
SANITATION REVENUE	107,278	631,858	524,580
SANITATION EXPENSES	95,932	626,490	530,558
NET SURPLUS/(LOSS)	11,346	5,368	

IRRIGATION REVENUE	30,998	202,400	171,402
IRRIGATION EXPENSES	16,743	138,341	121,598
NET SURPLUS/(LOSS)	14,255	64,059	
IMPACT FEE REVENUE	18,364	55,395	37,031
IMPACT FEE EXPENSES	0	87,000	87,000
NET SURPLUS/(LOSS)	18,364	(31,605)	

SALES TAX

	2021	2022	2023	2024
JAN	264,114	325,462	310,368	318,955
FEB	204,045	255,289	268,430	322,629*
MAR	218,997	269,309	269,037	340,861*
APR	309,747	287,382	343,950	
MAY	268,755	262,003	322,989	
JUN	278,204	287,739	307,767	
JUL	332,329	306,415	337,388	
AUG	283,600	364,272	340,289	
SEP	286,652	393,407	351,581	
OCT	293,425	380,582	446,955	
NOV	271,386	324,619	280,402	
DEC	281,838	345,475	280,264	
TOTAL	**3,293,091**	**3,801,953**	**3,859,420**	**982,445**

*Town sales tax increased to 4% after registered voters approved a 1% increase dedicated to transportation on the November 7, 2023 election.

Clerk

Business License(s)

All Business/Home Occupation Licenses are due for the new year of 2024.

- 41 Total Business/Home Occupation Licenses have been issued as of March 31, 2024
  For the month of March 2024:
  - 5 Business Licenses
  - 1 Home Occupation Licenses

DID YOU KNOW?
A new business should apply for a business license within 30 days of the business opening to the public.
The new business license and renewal business license fee is $20.00 annually.
The renewal fee of $20.00 is due by May 31st and if the fee is paid June 1st or later, the fee is $40.00.

Liquor License(s)

Liquor License Renewals in April: Dragon Inn and Steven's Grill

DID YOU KNOW?

Retail Establishment Permit Initial Application and Renewal
Form DR 8459 This application applies to retail establishments and art galleries.
Colorado Liquor Code 44-3-424 Retail establishment permit – definitions. (1) (a) Except as provided in subsection (1)(c) of this section, a person operating a retail establishment may offer and serve complimentary alcohol beverages for consumption only on the premises if the retail establishment has been issued a retail establishment permit, which must be renewed annually.

To read more about this permit, visit the Colorado Department of Revenue Liquor Enforcement Division at: sbg.colorado.gov/liquor

POLICE

The end of March a closure to the first quarter. This has been the busiest quarter we have had since I started in 2007. This also marks the first time in a long time that we have seen the effect of having a full roster for a quarter. I am amazed by the productivity of my team, and I am looking forward to seeing them grow together in the future. Shoutout to Corporal Allen Jr, for passing his drone pilot test, we are awaiting our drone to add to our tools.

Toys From a Cop

We partnered with Dollar General for our easter basket drive. We were able to provide baskets for 35 kids. Thanks to Sgt. Pettit for being the Easter Bunny and Cpl Allen for being the Peep.

Officer of the Quarter

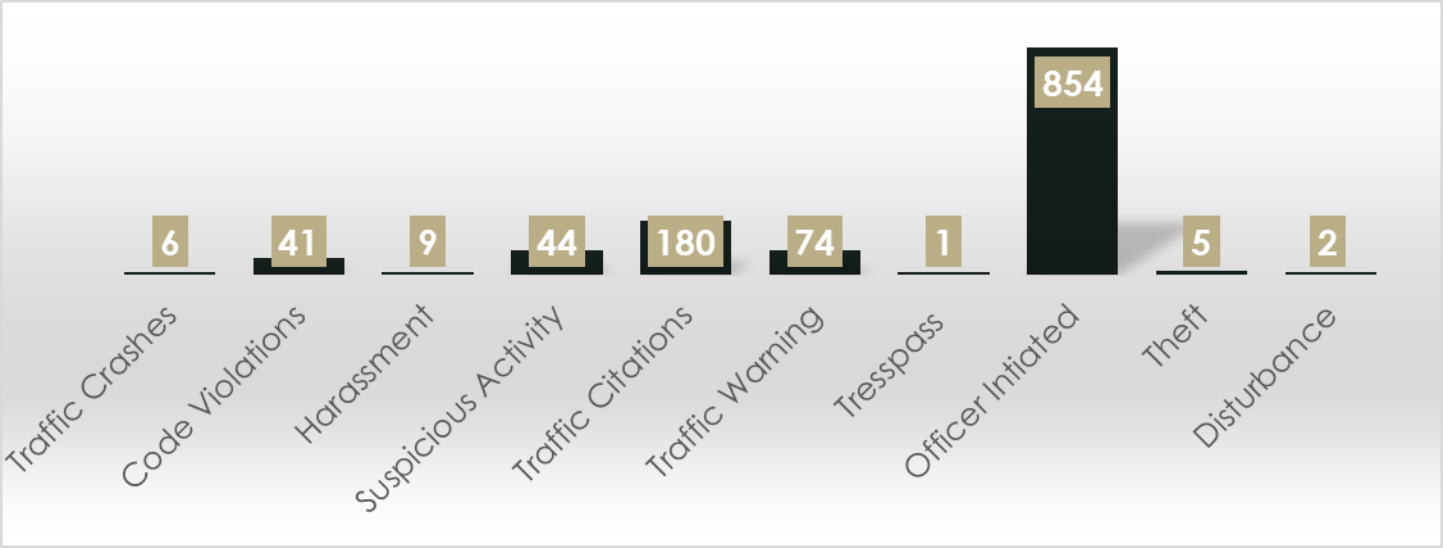
Congratulations to Officer Raber for being named the Officer of the Quarter!!!

Courts

On 3/7/24 we had a total docket of 48 approximately as some pay before hand and we serviced 23 people in court.
On 3/21/24 we had a total docket of 50 and serviced 21 people.

The total fees were 33,034.81.

Activity Report



Officers Initiated several calls, these include suspicious vehicles, follow-ups and violations they witness other than traffic. The Officers also completed 141 business checks and 9-foot patrols and 143 neighborhood patrols. Officers are focusing on areas of concern for traffic enforcement.

1st Quarter Stats

CSO serviced 75 Calls including 2 animal attacks, 14 animal calls, 4 citizen assists, 30 code violations, 24 vin checks and 1 parking complaint.

Total Calls for service from Jan 1st to March 31st, 1003, this includes all calls other than traffic enforcement.

Traffic Numbers: 541 citations 259 Warnings

Training Report

PepperBall Training – (4 hours) ALL SWORN STAFF
Stop stick training (2.5 hours) ALL SWORN STAFF
Creating a Safe Industrial Workplace: Proper lifting techniques (1 hour) ALL PD STAFF
Slips, Trips, and Falls (1 hour) ALL PD STAFF
Weld County Inter-Agency Pursuit Policy (1 hour) ALL SWORN STAFF
Police One – Subject Control 3 (1 hour) ALL SWORN STAFF
Police One – Subject Control 4 (1 hour) ALL SWORN STAFF

ALLEN - Drone Flight School (40 hours)
SAUCERMAN – Intoxilyzer I-9000 Instructor (16 hours)
TORRES/JENKINS - Death Investigation (1 hour)
EDWARDS – SFST Instructor (32 hours) (roadside

Total Training hours: 247.5

Officer of the Quarter

PUBLIC WORKS

TOWN OF EATON STAFF REPORT

All Public Works facilities will be outfitted with internet and networking capabilities with the rest of the Town. The Public Works staff have historically only had limited internet access based on service providers in the area. With the build our of Allo, high speed fiber internet is available at all facilities. The Town is working through our IT contractor, Connecting Point to get the department upgraded.

Water

CDPHE Sanitary Survey

Colorado Department of Public Health& Environment conducted a Sanitary Survey of The Town of Eaton's water distribution system on November 15, 2023; 2 significant deficiencies and 4 violations were identified. The deficiencies had to deal with gaskets on entrance hatches at both the East and West storage tanks. The violations dealt more with recordkeeping. No heath issues were identified. Public Works staff have been working to make the necessary corrections and have completed all repairs and have submitted the missing records. As of April 2,2024, all required documentation and photos have been uploaded to the state portal. Sanitary Surveys are conducted by a state inspector every 3 to 5 years.

Bulk Water Station

The Town's bulk water station was shut down due to a valve not closing after customers received water. Water was pumping out onto the street. Public Works staff consulted the manufacturer and other communities that maintain similar stations and were able to order the appropriate parts to fix the issue. The bulk water station is operational again.

Water Usage (Gallons)

	2021	2022	2023	2024
JAN	11,472,898	10,424,880	12,679,789	11,195,000
FEB	10,662,449	10,688,896	10,267,559	10,855,829
MAR	11,870,888	11,907,714	11,434,834	10,440,229
APR	12,598,290	16,656,327	13,074,439	
MAY	14,291,705	24,565,316	19,878,605	
JUN	36,436,524	36,349,698	17,087,198	

JUL	37,908,840	32,601,027	22,887,478	
AUG	33,298,026	35,937,752	29,215,911	
SEP	31,690,711	30,111,855	25,736,562,	
OCT	17,019,826	17,353,315	18,356,773	
NOV	11,316,309	13,371,276	11,462,381	
DEC	10,728,770	11,701,990	11,251,748	

Sewer

Sewer Jetting and CCTV

Staff was very satisfied with DES Pipeline, the contractor who performed the sewer jetting and CCTV of 1/3 of our system last fall. The Board included in their contract approval, an option for staff to work directly with DES Pipeline for jetting and CCTV services in 2024. Staff are working to get an amended contract and schedule work this fall. The contract will not go before the Board for approval.

Parks/Cemetery

Parks Irrigation Control Systems

A contractor was selected to install the irrigation control systems and will be completed by April 15 for irrigation start up.

Non-Potable Irrigation Systems

The pumps for the non-potable systems are being tested and repaired as necessary to be ready for the April 15 start up date.

Streets/Transportation

Downtown Revitalization

Town Engineers and Staff have been working with CDOT for final approval of the downtown design. The project has shifted two months and is expected to be awarded in July and construction going from August to December. There are a couple reasons for the timeline amendment but most of it comes down to this being a grant funded project and we are required to meet the regulations of our

funders. We are currently working through final comments on some storm drainage issues and the back and forth with CDOT is taking more time than initially anticipated. We feel this issue can be resolved and the project will meet the new timeline. The Town has been sending out updates to the downtown construction distribution list, on our website, and on social media. [Eaton Downtown Construction Project | Eaton, CO (eatonco.org)]

Solar Lights

The Town of Eaton owns and operates 24 solar streetlights on Harsh Road near the wastewater treatment plant and along the west end of 3rd Street near the recreation center. All lights were installed around the time the rec center was constructed. The lights consist of a solar panel, 4 batteries, a lamp, and a pole with a base. The summer after installation the Public Works crew had to replace most of the solar panels on 3rd Street due to high winds ripping panels off the poles. In April of 2023 The Town spent over $10,000 on batteries for the 3rd Street lights; in March of 2024 The Town spent over $9,000 to replace batteries only about 12 months old. Staff is investigating the cost of replacing the solar lights with lights with electric lights.

ADA Ramp Replacement

Northstar Concrete will be completing the ADA ramp replacement project by April 19th. The project has gone very smoothly and the contractor was good to work with.

PLANNING AND BUILDING

TOWN OF EATON STAFF REPORT

Planning

Additional information of all land use development applications can be found on the Town's website on the Planning and Development page here: [Planning and Development | Eaton, CO (eatonco.org)]

New projects and projects with a change in review status (from under review to approved) will be included in the monthly staff report.

New Projects

- None

Change in Review Status

- Agfinity Corporate Site Development Plan – approved.
- 25 Ash Ave Site Development Plan – removed. The applicant chose to convert to a duplex which is a permitted use by right instead of the fourplex which required a site development plan.

BUILDING PERMITS ISSUED

	2022	2023	2024
JAN	12	13	13
FEB	15	7	8
MAR	25	16	15
APR	12	16	
MAY	15	9	
JUN	16	16	
JUL	8	19	
AUG	29	21	
SEP	21	14	
OCT	18	16	
NOV	19	11	
DEC	14	9	

Building Permit Details for March 2024

New Residential Permits: 0
New Commercial Permits: 0
Other Residential Permits: 13
Other Commercial Permits: 2

Building Permit Software

Here is the new website for contractor and community member users to register for an account in the Town's new permitting software, CommunityCore: https://app.communitycore.com/app/account/register/7e10dc04-732a-49e8-88cb-7e42a12f7035/select-user-type?name=Eaton

The following link is for existing users to login to CommunityCore: https://app.communitycore.com/

The following link is for Helpful CommunityConnect User Guides: CommunityConnect (document360.io)

Back Flow Licenses are also issued for commercial and multi residential units under Community Core.

LIBRARY

TOWN OF EATON STAFF REPORT

In March, the library finished the first quarter with a 10% increase in visits over last year. Community members celebrated Spring with a special Plant Repotting workshop and new varieties of wildflowers, grasses, and vegetables available in the Seed Library, courtesy of Eaton Grove Nursery and Buffalo Brand Seed.

Of special note:

- ReThinking Libraires, a national consultant company based in Fort Collins, was selected from nine proposals to conduct a **Community Needs Assessment** to inform future library services and facility improvements.
- The Library Advisory Board approved **updated policies** on March 26, 2024 in the areas of Circulation, Patron Conduct, Programs and Events, and Meeting Rooms.
- The community is invited to attend a **Mother's Day Tea** on May 11th at 11am to celebrate moms with a tea party and string quartet. Call or stop in to the library to register.

Facilities

The library held a Community Conversation on April 9th to gather feedback on library signage to improve accessibility for patrons with low vision and blindness. Exterior construction began this month for the Outdoor Children's Space with expected completion this fall.

Staffing

The library is currently filling an Assistant Manager vacancy with a closing date of May 8th. This position will oversee daily operations, programs and materials as a member of the library's leadership team.

Library Performance Measures

2024	Library Visits	Circulation	Program Attendance	Tech and Makerspace Support
JAN	3447	6474	672	47
FEB	3538	6449	999	39
MAR	3468	5746	883	69
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
OCT				
NOV				
DEC				

Kindergartners take in the Solar Eclipse with glasses they received from the library. In total, the library distributed over 500 pairs of glasses to the community.

TOWN OF EATON

ANNUAL SPRING CURBSIDE CLEANUP

Spring Curbside Cleanup

The Annual Spring Curbside Cleanup is Saturday, April 27. Please place your unwanted items at the curb before 7 a.m. Please do not set out appliances or electronics. You may drop off your old appliances and electronics (see list below) at the Eaton Police Station located at 224 First Street from 8 a.m. to noon.

Acceptable Curbside Items

Bulk item piles are limited to a 4 x 4 x by 16 ft. area (roughly the size of the back of a pickup). **Items too large or heavy to be lifted safely by a two-person crew or too large to fit into the collection vehicle will not be collected.**

- Bagged grass/yard clippings & leaves
- Bagged/boxed excess trash
- Household items: furniture, glass tables (remove glass, box & label the glass), mattresses (wrapped & pest-free), sofa sleepers (remove mattress to reduce weight)
- Other items too large to fit in your trash cart
- Tree branches (Cut, bundled & tied. 3" in diameter or less & 4 ft. or less in length)

Items NOT Accepted Curbside

- Appliances & electronics **(see below)**
- Asbestos material
- Batteries (all types)
- Car parts
- Chemicals: pool & garden , oil (any type), paint (all types) & paint related products, flammable & combustible liquids (such as gasoline, lighter fluid or kerosene), vehicle fluids (such as antifreeze or transmission and brake fluid)
- Construction material (such as concrete, rock & stone)
- Contaminated soil
- Fluorescent bulbs & ballasts
- Medical waste
- Oversized items (such as pianos, pool or air hockey tables)
- Propane tanks
- Tires
- Tree stumps

Acceptable Items at Police Station Drop-off

- Appliances **(Refrigerators/freezers with refrigerant/freon will be accepted). NO Microwaves**
- Electronics: Computers (including CPUs, monitors, peripherals, keyboards), Phones: home, office and cell phones, printers, fax machines, photocopier, stereos, VCR, TV

Shredding Services

The Eaton Sertoma Club and Bank of Colorado will sponsor free shredding services at the Bank of Colorado parking lot located at 55 S. Elm Ave, from 10 a.m. to noon. Limit: Two (2) boxes per resident. If you have additional boxes you may return at 11:30 a.m. to see if there is still room in the trucks.

Eaton Police Department

Monthly CAD Incidents / Calls For Service

03 / 2024

Total Overall Incidents (By Method Received)

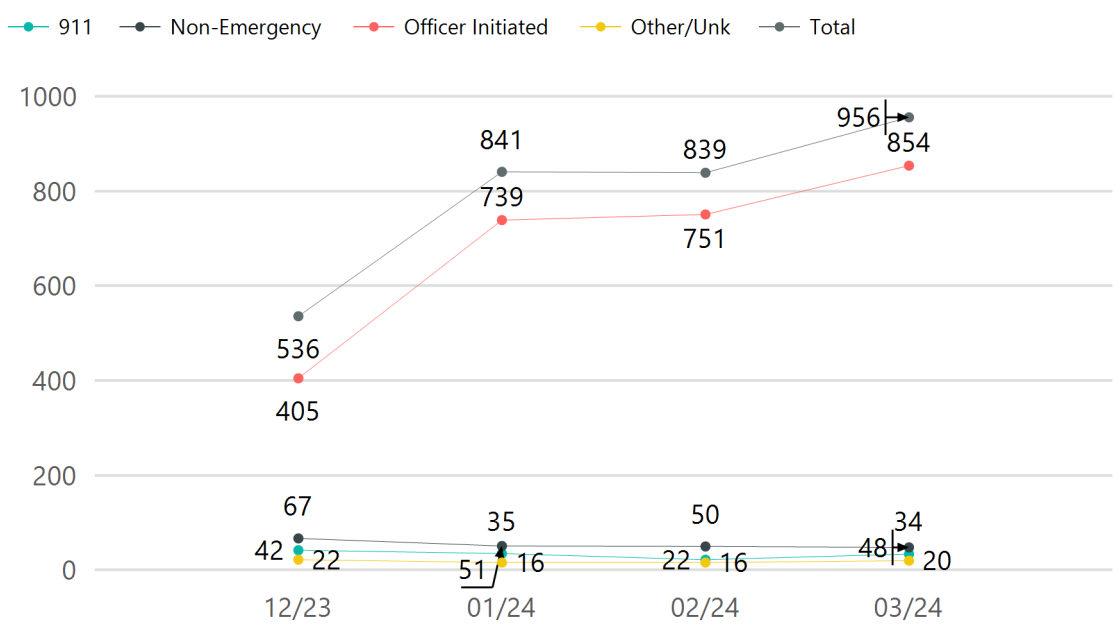
Total	956
911	34
Non-Emergency	48
Officer Initiated	854
Safe2Tell	3
Unknown	17

Total Overall Incidents (By Priority)

Total	956
1 - Critical	3
2 - High	7
3 - Medium	82
4 - Low	51
5 - General Services	525
6 - Planned	2
8 - Informational	7
9 - Traffic / CC	279

The Incidents counted and considered in this report are any Incidents in which any "Unit" belonging to the listed Agency was attached to - regardless of physical jurisdiction, regardless of disposition, and regardless of whether or not that "Unit" or the listed Agency was considered "Primary". The primary scope of this report inculdes incidents which occurred within the prior month from the time of publishing - although some report objects may include historical data for comparison.

Incident counts over Last 4 Months (By Category of Method Received)



Top 10 Incident Locations

1661 COLLINS ST (EATON HIGH SCHOOL)	**4**
100 S MOUNTAIN VIEW DR (BENJAMIN EATON ELEMENTARY)	**3**
601 1ST ST (EATON MIDDLE SCHOOL)	**3**
560 OAK AVE	**2**
OAK AVE / WCR 76	**2**
213 CHEYENNE AVE	**2**
655 CHEYENNE AVE	**2**
30 CHERRY AVE	**2**
30 COTTONWOOD AVE	**2**
40 CHERRY AVE	**2**

This list includes the top 10 locations by incident occurrence during the last month. This list does not include officer-initiated incidents, or any incidents located at the address of the Police Department.

Count of Incidents (Overall) by Day of Week and Hour of Day - 03 / 2024

	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday	3	4	3	2	4	1	3	8	4	5	6	4	5	7	9	7	3	6	10	9	7	4	6	7	127
Monday	5	3	5	1	1		4	12	11	7	9	9	8	3	8	5	5	5	5	3	11	3	8	5	136
Tuesday	6	4	3	3			3	12	9	8	5	13	8	10	9	11	7	5	4	5	9	4	3	3	144
Wednesday	5	5	2			1	4	14	14	13	**15**	13	10	6	6	4	4	6	11	7	6	10	10	4	**170**
Thursday	7	3	4	2			1	4	10	2	8	6	6	10	7	2	6	10	6	3	8	1	3	3	112
Friday	3	2	2	4	2			5	5	12	9	10	8	14	13	9	9	8	7	10	12	5	8	6	163
Saturday	6	2	6	4	1		1	4	2	1	2	9	5	2	4	1	7	8	8	6	6	11	4	4	104
Total	35	23	25	16	8	2	16	59	55	48	54	**64**	50	52	56	39	41	48	51	43	59	38	42	32	**956**

Count of Incidents (Recieved Calls) by Day of Week and Hour of Day - 03 / 2024

	0	1	2	3	4	5	6	7	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday		1			2	1	1	2	2			1	1	1		1	2	3			1		19
Monday					1		1			1	2					2	1		1		1		10
Tuesday			1	1					1				1	2	1			1	1	1	1		11
Wednesday	1					1		1	2		1				1	1	1			1		1	11
Thursday	1	1	1							1		1				3	2	1	4	1	2		18
Friday												3	1	2		1			1	2	1		11
Saturday		1	1	1					1	**5**	1	2	2	1		3	3				1		**22**
Total	2	3	3	2	3	2	2	3	6	7	4	7	5	6	2	**11**	9	5	7	5	7	1	**102**

Count of Incidents (Officer Initiated) by Day of Week and Hour of Day - 03 / 2024

	0	1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	Total
Sunday	3	3	3	2	2	2	6	4	5	4	4	5	6	8	6	3	5	8	6	7	4	5	7	108
Monday	5	3	5	1		3	12	11	7	9	8	6	3	8	5	5	3	4	3	10	3	7	5	126
Tuesday	6	4	2	2		3	12	9	8	4	13	8	10	8	9	6	5	4	4	8	3	2	3	133
Wednesday	4	5	2			4	13	**14**	13	13	13	9	6	6	4	3	5	10	7	6	9	10	3	**159**
Thursday	6	2	3	2		1	4	10	2	8	5	6	9	7	2	6	7	4	2	4		1	3	94
Friday	3	2	2	4	2		5	5	12	9	10	8	11	12	7	9	7	7	10	11	3	7	6	152
Saturday	6	1	5	3	1	1	4	2	1	1	4	4		2		7	5	5	6	6	11	3	4	82
Total	33	20	22	14	5	14	56	55	48	48	**57**	46	45	51	33	39	37	42	38	52	33	35	31	**854**

Traffic Data - 03 / 2024

Traffic Accidents

Nature	Total	Report	Serviced call	Ticket Issued
Total	**6**	**3**	**2**	**1**
Traffic Accident	2	1	0	1
Traffic Accident Hit and Run	1	1	0	0
Traffic Accident Unknown Inj.	2	0	2	0
Traffic Accident with Inj.	1	1	0	0

Top 5 Traffic Accident Locations

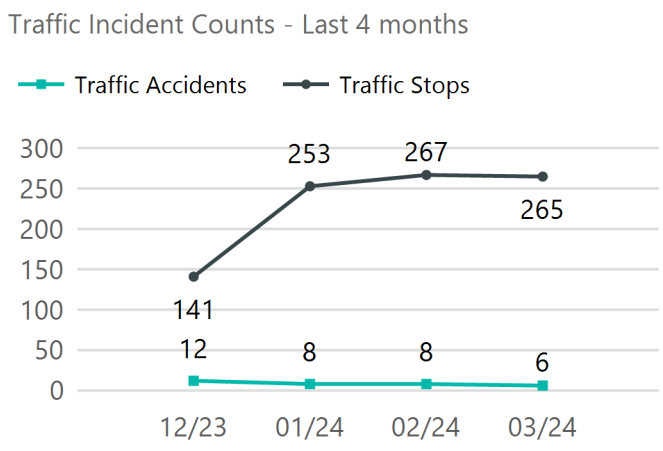
224 1ST ST (EL PD)	**1**
55 S OAK AVE	**1**
COLLINS ST / S CHERRY AVE	**1**
HIGHWAY 14 / WCR 33	**1**
WCR 39 / HAWKSTONE DR	**1**

Traffic Stops

	Total	Report	Serviced call	Ticket Issued	Warning
Total	**265**	**3**	**8**	**180**	**74**
Traffic Stop	265	3	8	180	74

Top 5 Traffic Stop Locations

100 OAK AVE	**32**
COLORADO PKWY / S OAK AVE	**21**
ORCHARD ST / S OAK AVE	**20**
10 OAK AVE	**14**
BENJAMIN DR / FALL LINE RD	**10**



All Incidents by Nature/Disposition in Time Period - 03 / 2024

Problem	Total	False Alarm	Message Left	Report	Serviced call	Ticket Issued	Warning
Total	**956**	**2**	**3**	**76**	**593**	**183**	**99**
Animal At Large	**6**	0	0	0	6	0	0
Animal Complaint	**12**	0	1	2	6	0	3
Area Watch	**143**	0	0	0	141	1	1
Assault	**1**	0	0	0	1	0	0
Assist Other Agency	**7**	0	0	1	6	0	0
Burglary Alarm	**4**	2	0	0	2	0	0
Business Check	**141**	0	0	0	141	0	0
Certified Vin Inspection	**2**	0	0	1	1	0	0
Check Wellbeing	**14**	0	0	5	9	0	0
Citizen Assist	**7**	0	0	1	6	0	0
Citizen Contact	**14**	0	0	0	14	0	0
Civil Process	**1**	0	0	0	1	0	0
Code Violation	**23**	0	0	1	5	0	17
Detail	**3**	0	0	0	3	0	0
Disturbance	**1**	0	0	1	0	0	0
Disturbance With Weapons	**1**	0	0	1	0	0	0
Drug Related Activity	**1**	0	0	0	1	0	0
Fireworks Complaint	**1**	0	0	0	1	0	0
Follow Up	**80**	0	1	11	65	0	3
Foot Patrol	**9**	0	0	0	9	0	0
Hang Up	**1**	0	0	1	0	0	0
Harass	**9**	0	0	7	2	0	0
Medical	**3**	0	0	0	3	0	0
Medical Assist	**1**	0	0	0	1	0	0
Medical Assist - Echo	**3**	0	0	2	1	0	0
Meet	**41**	0	1	8	32	0	0
Mental Health Crisis	**2**	0	0	2	0	0	0
Mental Health Crisis - weapon	**2**	0	0	0	2	0	0

Problem	Total	False Alarm	Message Left	Report	Serviced call	Ticket Issued	Warning
Neighborhood Patrol Hot Spot	**3**	0	0	0	3	0	0
Noise Complaint	**1**	0	0	0	1	0	0
Overdose	**1**	0	0	1	0	0	0
Problem Oriented Patrol	**1**	0	0	0	1	0	0
Property	**4**	0	0	3	1	0	0
Repossession	**1**	0	0	0	1	0	0
Request for Backup	**1**	0	0	0	1	0	0
Restraining Order Violation	**3**	0	0	3	0	0	0
ROV In-Progress	**2**	0	0	1	1	0	0
Runaway Juvenile	**1**	0	0	0	1	0	0
School Assignment	**6**	0	0	0	6	0	0
Selective Enforcement	**35**	0	0	0	34	1	0
Sex Offender Registration	**1**	0	0	0	1	0	0
Sex Offense	**2**	0	0	2	0	0	0
Subject With A Warrant	**4**	0	0	3	1	0	0
Suicide	**1**	0	0	1	0	0	0
Suspicious	**44**	0	0	5	39	0	0
Theft	**5**	0	0	5	0	0	0
Traffic Accident	**2**	0	0	1	0	1	0
Traffic Accident Hit and Run	**1**	0	0	1	0	0	0
Traffic Accident Unknown Inj.	**2**	0	0	0	2	0	0
Traffic Accident with Inj.	**1**	0	0	1	0	0	0
Traffic Complaint	**7**	0	0	0	6	0	1
Traffic Hazard	**3**	0	0	0	3	0	0
Traffic Stop	**265**	0	0	3	8	180	74
Trespass In-Progress	**1**	0	0	1	0	0	0
Vin Inspection	**25**	0	0	1	24	0	0

PRELIMINARY
2024 PROJECT SCHEDULES

4/9/2024

April Staff Memo

EATON - CONSTRUCTION PROJECTS	Administrative Final Scope	Project Bid	Pre-Bid	Bid Opening	Board Approval	Pre-Construction	Construction Start	Construction End	Notes
					NOA	NTP			
Cemetery - Change Order	1/11/2024				1/18/2024		4/1/2024	5/1/2024	
WCR 39 Reconstruction		3/4/2024	3/14/2024	4/4/2024	4/18/2024	4/29/2024	5/6/2024	6/3/2024	
Main Street	CA Fees-3/12/2024	4/15/2024	6/10/2024	7/1/2024	7/18/2024	7/22/2024	7/29/2024	12/30/2024	Updated Schedule 4-8-24
CDBG Ramps - Phase I		1/14/2024	1/25/2024	2/6/2024	2/15/2024	3/11/2024	3/18/2024	5/1/2024	Completed by 6-1-24
DOLA - Meter Replacements	3/15/2024	4/17/2024	4/26/2024	5/9/2024	5/16/2024	5/30/2024	6/6/2024	9/1/2024	
Town Repaving - Street Tax	1/19/2024	4/14/2024	4/23/2024	5/7/2024	5/16/2024	5/27/2024	6/3/2024	9/3/2024	
Cottonwood - Waterline Replacement	2/2/2024	4/14/2024	4/23/2024	5/7/2024	5/16/2024	5/24/2024	6/3/2024	7/1/2024	

EATON - MANAGEMENT/DESIGN PROJECTS	Administrative Final Scope	Project Bid	Pre-Bid	Bid Opening	Board Approval	Pre-Construction	Project Effort Start	Project Effort End	Notes
Town-Wide Utility Data Collection	2/7/2024	N/A	N/A	N/A	N/A	N/A	2/14/2024	8/31/2024	
Impact Fees	2/12/2024	2/22/2024	-	4/1/2024	5/16/2024	N/A	6/1/2024	10/1/2024	
Town Square Replat	6/1/2024					N/A	7/1/2024	9/1/2024	Proposal due in Summer 2024
CR72/39 Annexation	2/8/2024					N/A	4/1/2024	6/1/2024	Can start earlier in preparation

LEGEND

Proposed	RED Behind original anticipated date
Under Contract	GREEN Ahead of original anticipated date
Completed	

trebuchetgroup™
because great accomplishments require great teams

Project Plan - Town of Eaton - Board Retreat

Co-created by Wesley LaVanchy, Greg Brinck, Amber Greene and Gurudev Khalsa – April 2024

Background Summary

The approach is based on the following summary of what we understand from our meeting with you:

1. Wesley LaVanchy is the Town Administrator, Greg Brinck is the Assistant Town Manager, and Amber Greene is the Library Director. They have been with the Town of Eaton between 2 and 3 years. They reached out to Trebuchet Group (TG) as possible facilitators of their upcoming Board Retreat. Mayor Scott Moser plus the these three staff would likely serve as the planning team for this work.

2. The Board + Mayor consist of 7 people, and the retreat would also include 6 or so Town Staff (Directors and above). The new Board will be seated in April, including one new member. The retreat is likely be scheduled in the evening for 4-5 hours, in the Jun-Aug time frame.

3. The Board previously held a Strategic Vision retreat about two years ago in September 2022 with SGR that resulted in a set of six "pillars" with more detailed "mile markers" supporting each one. It has been used to some extent internally, but not well communicated out. They would like to use it as a starting point, while being open to updating, adjusting, deleting or adding new priorities that reflect current needs.

Desired Outcomes

Here are the desired outcomes we would be jointly working toward for this project:

1. An aligned strategic vision for the Town's future, together with actionable practical steps that the Board and staff are jointly committed to.

2. A document summarizing the process and outputs of the retreat that can be used to guide future action and support communications internally and externally of the Town's strategic direction.

3. Follow-through on utilizing the plan as a guiding document for acting on strategic priorities, with bi-annual retreats to revisit it and adjust.

Proposed Approach

1. Trebuchet Group conducts one-on-one 30-minute interviews with each of the retreat participants to get their perspectives on desired outcomes of this retreat, as well as needs, opportunities and concerns they perceive going into it.
2. Based on that input, TG meets with the planning team to design a retreat that is responsive to the desired outcomes and input received.
3. TG facilitates a 4-5 hour in-person retreat, with a mix of plenary and small group discussion, to brainstorm, refine and prioritize components of the WHY, WHAT and HOW of their plans for the future (We can decide what terms you prefer to use for these three essential layers of planning).
4. Based on our current understanding, it is likely the retreat would incorporate some or all of the following elements:
    a. TG's Picturing the Future™ process to brainstorm, refine, align and prioritize the high-level vision of what's wanted for the Town of Eaton (the WHY).
    b. Development and prioritization of the most important strategies (starting from the existing pillars) needed to achieve that vision (the WHAT).
    c. A first cut of proposed actions that could be used to implement those strategies (the HOW).

5. TG summarizes the process and outcomes of the retreat in a report, which is debriefed with the planning team, and adjustments made as needed. As a part of this meeting, next steps are determined, including further involvement of TG, if any.
6. We are offering a choice among three of our experienced facilitators, at different price points. Their bios are attached.
    a. Chris Hutchinson, CEO and Abundance Influencer ($8,000)
    b. Gurudev Khalsa, Principal Consultant and Value Optimizer ($6,000)
    c. Erin Hutchinson, Senior Advisor and Confidence Cultivator ($4,000)

Trebuchet Group Background and Experience

Trebuchet Group is an organization that supports purpose-driven leaders and teams to work better together toward aligned outcomes. We are a trusted partner for mid-size businesses, governments and nonprofit organizations at the national, regional, and local level. In addition to many nonprofit organizations of varying sizes, our recent clients include governmental agencies and educational institutions such as Cities of Fort Collins, Boulder, Loveland and Steamboat Springs; Larimer and Boulder County; the National Park Service; Colorado State University and the National Center for Atmospheric Research (NCAR). They are all long-term clients who frequently request our support for leadership development, team building, facilitation, and strategic planning.

Trebuchet Group recently celebrated its 20th Anniversary. We currently have a staff of seven employees, with an extended team that provides specialized services and additional capacity as needed. We are based in Fort Collins, Colorado.

Trebuchet Group became certified as a B Corporation in March of 2018 as a way to demonstrate our commitment to our community using a triple-bottom-line approach of positive impact on People, Planet & Profit. We are a woman- and veteran-owned small business. Trebuchet Group qualified as a Bronze Member for the Colorado Green Business Network, and is a gold-level Bike-friendly Business.

Our company exists because we want a world where everyone is thriving individually and collectively at work.

Time and Funds Investment

The duration of this project would extend from the time of the interviews to about two weeks after the retreat. To achieve the objectives stated above, the following investment will be required:

Planning teams' time	Participants' time	Funds
4-5 hour retreat ½ hour interview ½ hour Advance Prep 3 hours planning & debrief	4-5 hour retreat ½ hour interview ½ hour Advance Prep	$4,000 - $8,000 (depending on the facilitator chosen)

Additional assistance beyond collaboration to achieve what is detailed in this plan is available, and will be quoted as a separate project.

We will invoice the one half of the agreed-upon fee at the time interviews are scheduled, and the other half about one month prior to the retreat, both with standard 30-day terms.

No travel or additional material costs are anticipated. The Town of Eaton is responsible for venues and any refreshments for participants.

Role Clarification

Trebuchet Group members' roles are that of collaborators and organization coaches. Our approach is to be the facilitators of your team members' success, having you and your team members provide the insight, ideas, and eventual commitment to the changes they want to make. The team does the work, and we will provide the process and the tools in a "just in time" fashion. For the success of the program, it is very important that the team sees this as their own project of which Trebuchet Group is a temporary team member. Without ownership and commitment by the team, we cannot be fully successful together.

Expectations

Throughout the program you can expect Trebuchet Group to:

- Provide support as needed to successfully complete the project objectives
- Transfer skills so dependence on Trebuchet Group steadily diminishes throughout the project
- Be flexible and responsive to the needs of your organization

In turn Trebuchet Group will need you to:

- Enable access to key leaders and personnel in person and via phone and email
- Invest the time and energy needed for meetings and improvement efforts
- Provide payment in conformance with the terms above

We will need each other to:

- Alert each other of anything we learn that may affect the success of this plan (e.g. key people leaving, shifts in strategy, personnel conflicts, etc.)
- Respect each other's confidentiality and proprietary materials and approaches
- Be willing to assess progress throughout the program and make adjustments as required

Assurances

During the program we will have progress review points to provide us the opportunity to assure ourselves that the project is meeting expectations and to make any adjustments up or down needed. If for any reason it is not meeting expectations, we may also suspend the program at that point without any future obligation. Also, any of us can call for a review point at any time to ensure we remain effective working together.

We want you to receive what you expect and what we agreed to provide. Your satisfaction is very important and you will be asked for feedback regularly as we proceed.

Chris Hutchinson
Biography

Chris is Trebuchet Group's founder and leader. Since 2002 he has been helping organizations get clear on what's most important (strategy) and supporting teams to work together better. He supports our clients through facilitation of small and large group retreats and meetings, coaching and mentoring executive leaders, and presenting on effective leadership and teams.

After years of building Legos® and treehouses around the world, Chris went to school for a Mechanical Engineering degree and a Masters in Business Administration. His experiences in the military and the corporate world taught him that great leadership can be learned, and that everyone is in some way a leader. And ignited a passion for helping people grow and be their best!

In addition to supporting organizations around the country, Chris is a favorite facilitator for many of our governmental and municipal clients in Colorado. He regularly supports the Cities of Fort Collins, Boulder, Loveland and Steamboat Springs, as well as Larimer County and local offices of the National Park Service. Chris has worked with Colorado State University (CSU) both at the college level and the President's office. He supported UniverCity Connections, a town-gown consortium, as well as many non-profits such as Neighbor to Neighbor, The Murphy Center, and United Way of Larimer County.

Chris strives to create an environment of partnership for everyone he works and plays with so they can enjoy doing their best work. He's been described by clients and peers as a visionary, inspirational catalyst for positive change.

Chris is active in Toastmasters, and loves to eat good food, to sing and make music with others. He is an avid organic gardener, tandem tricyclist, and old house buff. He loves having adventures with his wife and their four children.

Leadership Strategic Planning Retreat Report
Tri-County Health Department

Summary

Tri-County Health Department Leadership Team met on 5 March 2019 to get consensus on Tri-County's strategic priorities to focus on in the next six years.

This report includes Observations, Recommendations and Next Steps, Key Outcomes from the workshop, and Participant Feedback.

Observations

We noted the following during the session:

Positives

- Engagement level was very high, especially evident in the small groups. Even in the large group, where table spokespeople talked most often, others appeared to be listening intently.
- There was a spirit of openness in the discussion—not always easy in such a large group
- Participants displayed courage in voicing differing views; this was supported by the small group pre-discussion
- On the whole, there was considerable agreement, and progress made on understanding where the differences are
- Participants appreciated the inclusive approach, and having broad input to the plan

Challenges

- Not all differences were resolved, but a good discussion and clear "sense of the meeting" (table vote followed by elaboration) was established on all of the priorities
- It was challenging to balance the desire to stay big picture with the desire to improve wording (and the associated concepts). Invoking "good enough for now" was the imperfect solution.
- There is both considerable hope and some skepticism that the input will be listened to and reflected in the final plan
- The planning team, executive leadership, and the Board of Health all need to align on the final form of the strategic priorities.
- There was not sufficient time to formally brainstorm "HOWs" for implementing the priorities, although some were embedded in the conversation. Although it was stipulated ahead of time by the planners that this retreat's time should be focused first on the "WHATs," a follow-up meeting to discuss "HOWs" may still be desirable.

Recommendations and Next Steps

1. **Synthesize the input into revised versions of the Strategic Priorities.** This will require some judgment calls, since not all input was 100% agreed to, but should, to the highest extent possible, reflect the "sense of the meeting" established at the retreat. The revised version will then be the basis for further deliberation at the Executive and Board of Health level.
2. **Communicate back to all participants.** Share this report and revised version(s) of the strategic priorities. In the spirit of openness, clarify reasons for choices made, especially any deviations from input that had support during this retreat. This transparency is essential to people's trust in the process.
3. **Once the Board has approved the final version of priorities, return to this group for input on how to implement them.** The payoff for the excellent efforts to-date to involve a broad spectrum of leadership in establishing the priorities will only be fulfilled if people are also involved in identifying the steps to implement them, based on the ownership thereby created.

   Thank you for trusting us to provide this facilitative support in the development of your strategic plan. We are honored to be helping Tri-County Health Department clarify its strategic direction for the next six years, and for the impact that implementation of this plan will have on all of your constituents.

Key Outcomes

The chart below summarizes (at a high level) the consensus on the key priorities discussed during the retreat. Revised wording that was agreed to is included. The vote tallies to the right reflect the original table-by-table "sense of the meeting" on each proposed priority, where green was Yes/Agree; red was No/Disagree; and yellow was Caution/Question/Clarification Needed. Notes from the table discussions as well as plenary are being used by the planning team to further refine the Strategic Priorities based on the input.

	Y	N	?
A. Employee Retention and Development	**100%**		
1. Competitive pay and benefits	**7**		**1**
2. Professional and leadership development and training opportunities for all (now includes career ladders)	**8**		
3. Succession planning (made its own category)			
4. Right-size workloads	**5**		**2**
5. Work-life balance	**5**		**2**
6. Ability to innovate within one's program or role	**7**		
B. Improve How We Work Together (new title)			

1. Improve trust and transparency from managers	**8**		**1**
2. Create a culture for shared leadership (reworded from diversify decision-making authority)	**2**		**7**
3. Utilize and communicate staff input to inform decision making (reworded regularly gather and utilize input from staff)	**5**		**4**
4. Develop models for working together across the agency	**6**		**2**
5. Improve internal communication	**7**		**1**
6. Share innovations and successes	**8**		
7. Culture of change management—either here or C			
8. Institutional knowledge (word smith later)			
C. Improve Business Processes (How we do our work)			
1. Introduce up-to-date technology and information systems	**6**		
2. Align goals with resources	**3**		**5**
3. Standardize and enforce policies and procedures	**5**		**3**
4. Practice internal equity—implement Health Equity Policy	**5**		**2**
5. Seek flexible and sustainable funding	**5**		**2**
Need a whole new category: "What work do we do?" There are things we do that don't fit into a PHIP, but needs to continue. What work are we doing, is it the right work? If not, how do we change it? Consider this somewhere in the strategic plan. Support innovation (happens in some programs). Framework to consider new opportunities. Explore what we can do with flexible categorical funding. We don't have a process to take on new work and/or let work go.	**100%**		
D. Partner for Healthy Communities			
1. Implement Public Health Improvement Plan	**4**	**1**	**2**
2. Serve as a community convener for work across sectors, issues, & geography	**4**	**1**	**2**

3. Increase policy and advocacy work	**5**	**1**	**1**
4. Strengthen strategic partnerships	**3**	**1**	**3**
5. Prioritize health equity and meaningful community engagement	**5**	**1**	**1**
6. Develop external communication strategy	**4**	**1**	**2**
7. Share data and analytic capacity	**4**	**2**	**1**
2-5 align with workforce development; how we do our work; these are strategies for how we make our work more impactful.			

Participant Feedback

What is one thing you are taking away from this session?

- The many possibilities for the future of this organization
- Good critical thinking
- Really love the "new bucket" – what work and why

- Encouraged by the commitment to value all levels of input in the agency and hear the differing thoughts
- I am very encouraged about this process and the new SP. We weren't engaged last time and there has been much more effort this time
- Commitment to improving how we do our work and evolve as an organization
- Executive leadership is committed to shared decision making in this process and is much appreciated

- It is very helpful and affirming that many are in agreement on strategic direction and the need to dig deeper on the initial list of priorities
- That we need to take time for more sessions like this, on a regular basis (at least 1-2x/year) – 2nd thing@ There is a good level of consensus on significant issues and what's important across the agency
- Was important to get all these voices together – needs to happen more often
- This is my 1st time attending this meeting and it was very informative information

- Fabulous baseline to begin these discussions with "manager." Much more needed to synthesize. Workgroups? So another revision and then big group
- Significant effort needs to be brought forward as participants have varied vision. More work needs to be done but a great start.
- We have a lot of priorities, important work ahead and great staff in which to move this forward
- There is still a lot of work to do. Clarification on landscape and priority is still needed
- This is a good starting place. But there is definitely a feel that there is a large portion that still needs to be worked out. If we are looking at the next six years more info needs to be collected and shared
- There is still work to be done! Need to define what it is we do and prioritize what is most important, takes a lot of time to complete process

- Seeing how the management level can work together – lots of wisdom – still need to learn to trust each other
- There is a lot of consistency across the agency but we need to have common language

- There is a lot of consensus on at least what we need to prioritize in the strategic plan and a lot of diversity in how to go about getting there
- Hearing different views is important
- EMT and others seem to have different views on some items – not surprising, but needs more conversation
- There is wide range of "what is important" "what we want to work on"
- TCHD work and purpose are not widely agreed upon. Leadership have different ideas about the role of public health

- Appreciation for staff to have the opportunity to share feedback and input into the next 6y 3p
- Our organization really considers input from staff and managers. It feels good to have my voice heard.

- Willingness from leadership to hear the issues, trust and transparency moving forward will be based off how leadership uses / incorporates feedback moving forward
- Strategic planning is a complex and cumbersome process yet gave us great insight into innovative change and fundamental needs of the organization
- The Strategic Plan is a document that will be reviewed by the BOH and consideration for wording needs to be considered
- I do believe that TCHD Leadership values employee input and makes a genuine effort to gather it

What do you think about the organization taking time for this session?

- YES!!
- Fantastic
- Amazing this is just showing how much important is our organization and how important is how our work is done
- Amazing. Grateful. Thoughtful process and space made for creativity

- It was great. Great way to engage staff, leadership, and encourage collaboration
- Great, but we need more people involved from different programs
- Great, but we needed more time
- Needed – was clear and intentional – needed to gather insights of others
- Time is definitely needed to do this. Always feels like you need more time
- Very appropriate use of our time today to get a broader understanding of priorities / needs of the organization, staff and communities (1/2 day is doable! – not a full day)

- I think it is a MUST and am glad the agency is taking the time to truly evaluate the process and improve it
- I think this is an important and necessary step
- I think it is very important to work through this with staff – valuable to do this together
- I think it is very important, and we never get together as a group of leaders
- I think it is so critical that the organization take time to regularly to plan and evaluate
- This was very useful time spent! Greatly appreciate expanding this discussion beyond EMT. We could have used a full day.

- I like it
- It was valuable to me to be included
- Valuable use of time particularly interactions for future TCHD
- Necessary for developing an effective plan

- This is a very necessary part and helps to bridge the communication gap that at times would be good to improve

- Important and glad it happened – helps bring others along and give feedback
- Important – could have used another 4 hours – and more levels of staff (like supervisors)
- Important! An improved process from previous SP process and getting input from leadership across agency representing all staff/programs

- Appreciate that leadership across the agency are represented. Provides opportunity to increase transparency and trust
- Appreciate organization taking time but concerned if feedback will really be heard and incorporated
- I appreciated the opportunity to have a part of this process
- I appreciate being engaged and asked for input in a more meaningful way than just a survey BUT prior experience and history leaves me unsure if any of this will actually be used
- I appreciate ICHD asking for staff input, ideas and feelings and willingness to make changes and adapt
- Very reassuring and hope this input is incorporated in final plan

On a scale of 0-10, how did the session go for you? Why?

- 10 – I thought the format, small groups and global discussion in-person was a big benefit. Well moderated
- 10 – Appreciate the outside, objective facilitation so all can participate
- 9
- 9 – I think everyone had an opportunity to share – at their table with large group. People were also/or seemed safe and comfortable to share responses – honest and true. Wish we could have gotten thru full agenda
- 9 – thought the conversation was great and I appreciate the opportunity to be heard. I think it's telling that we only got through half the agenda – did leadership not expect as much feedback and just think we'd all agree?
- 9 – learn a lot
- 9 – Thank you for opportunity to delve into this and provide crucial feedback
- 8 – I am optimistic that feedback is heard and that staff are represented … not just upper leadership
- 8+
- 8
- 8
- 8
- 8 – sharing of all the different perspectives from different programs, divisions, and TCHD as a whole. The investment that we all share, care, and are looking to make a difference.
- 8 – It's good to bring the manager group together across the agency
- 8 – Informative – appreciate having a voice into direction of our collective work
- 8 – TCHD staff is really good at side conversations which I always find a little distracting ☺
- 8 – A lot of work to do, but good way to get background and hear ideas

- 8 – The exercise initially felt like a consensus building activity on a list of priorities that needed more vetting. I am grateful to my colleagues in the room for speaking up and pushing the conversation in a more meaningful way
- 8 – well organized, got in the weeds a bit on some topics, good discussions, hard to get consensus from large group
- 8 – It seems we got many opinions out, but still hard to hear from everyone
- 7 – great start to move towards a variety of visioning in new ways
- 7 – I liked the group I was a part of and we had space to disagree. Gurudev was good. Thank you. The food was nice / coffee excellent
- 7 – Would have liked to have the opportunity to provide more specific word smithing
- 7 – Frustrated by some of the minutia as expected it to be more "overall picture"
- 7 – Overall – good discussion and excellent thoughts to integrate
- 7 – Listening to the dialogue
- 7 – Wish we could have gotten farther in the process
- 6 – I was really distracted and wish I could have been more involved
- 6 – I think we wasted some time on the word-smithing
- 6 – a lot to accomplish in a short period of time

On a scale from 0 to 10 how committed are you to the emerging clarity on strategic priorities and ways to move them forward? Why?

- 10
- 10
- 10
- 10
- 10 – cause it matters
- 10 – I think it's important to TCHD's future direction
- 10 – I want to set TCHD up for the next 6 years and longer
- 10 – Part of my job! Important for org. Really like that this plan will touch all staff
- 10 – It is imperative to get this process right as it determines the future of this organization in leading a successful public outreach
- 10 – The strategic plan has the potential for fully transforming our work and effectiveness in working in community. I have seen that happen with other organizations. I am hopeful that our leadership has the courage to use it in that way.
- 10 – This is important. I am committed to the future of this agency
- 10 – All things addressed today are important to improving the processes and work we do to meet TCHD's vision and mission
- 10 – This plan still needs work on clarity and specifics and our feedback on next iterations is crucial
- 10 – I appreciate being invited to be part of this process and believe this diverse group is testament to the forward progress of TCHD

- 9
- 9
- 9
- 9 – Want to have that voice to inform forward movement
- 9 – Invested in making change – critical to move forward on creating sustainability in improved automation
- 8
- 8
- 8 – it is one of many competing priorities
- 8 – it is one of many competing priorities
- 8 – I think overall the priority areas are on track
- 8 – After today, I have a better understanding of how to move them forward
- 7 – Rework the document and figure out a way to get some final input and suggestions from this broad group
- 7 – Committed, yet concerned about work time and opportunity to meaningfully provide feedback
- 6 – It's still muddy to me – as clarity increases, I will be more committed. This is so inward facing I'm a little troubled
- 6 – committed if leadership is really willing to hear the input and seriously consider it
- We'll see; I think more info to come to ultimately see the strategic vision for next 6 years

What do you think the organization most needs to do next?

- Develop priorities and landscape
- Prioritize the priorities – in order to know what needs to happen first / immediately
- Continued refinement
- Continued refinement
- Refine priorities and determines clear next steps - find meaning ful next tidbits of info to staff about where we are in the process – keep communicating
- Nothing seems every priorities are taking into consideration

- Revisit how to move process forward
- Review, recondition, and revise and bring stakeholders back together to make this a priority for all of TCHD
- Truly evaluate the feedback and openly engage in discussion of necessary change
- Synthesize the info gathered today begin to answer the "whys" (share outcomes with staff)
- Figure out the "how" of all this
- Rework the plan based on today and in consideration of everything else that is happening
- Really dig in to the next level of conversations – get stuff on our calendars now and keep the momentum going!
- Clearly define and articulate process to move forward
- Clarify and drill down priorities to day to day language. Cut the jargon
- Devote time, energy and optimism to do this work really well (and not just skim over it as we so often do)
- Spend adequate time to get this right. Do not shy away from voices who do not agree. Embrace input!

- Allocate staffing resources to get this work done – new work without taking work away causes burnout, potentially overwhelming
- Make a decision and communicate what kind of organization we want to be – this was almost collaborative, but there are "critical friends" who really want things their way. If the board drives us, we need to keep that in mind.

- Sift through information and keep staff informed about what is happening in the process and why
- Can I say all of it? A – staff retention, dev C – How we do our work (which B can fit into)
- Ensure that a broader group is involved in decision making
- Keep listening to staff. Be open to actually change and grow
- Encourage open communication / innovation / creative ideas from lower level staff who are doing the actual work
- Continue to get staff input and be transparent about the process as move forward

- Take the feedback / discussion and "word smith" into next phase
- Shift our culture to change management with inclusion, humility, and mentorship to move forward
- Work on healthy equity among staff – consider experience as valuable as education (degrees)

Any other comments?

- Thank you
- Thank you!
- Thank you!
- Thank you!
- Thank you for your facilitation expertise today!
- Thanks for the meeting today
- Thank you for this opportunity

- Thanks for the facilitation! Colored cards worked really well
- Great facilitated process!
- Nice job
- Would love to get this group together again to stay informed

- This was interesting in that it was enlightening to see how people advocate for their areas. We do seem like separate companies with diverse goals, sharing leadership
- You've got a big job ahead on pulling an effective innovative strategic plan. Might be a good idea to pull in all levels of staff for ideas
- The SP should feed to phip and service delivery!
- Where is area r/t safety and security of staff and how to include all offices in decision making and equity across offices (valuing other offices, including safety)
- John should <u>not</u> have been here

The 233d Space Group is hosting their very first,

OPEN HOUSE

April 30, 2024

10:00-1:00 PM

FOOD AVAILABLE!

2605 E 8th Street, Greeley, CO 80634

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